

**PITKIN COUNTY COMMISSIONERS
WORK SESSION AGENDA
Plaza One Meeting Room**

TUESDAY, SEPTEMBER 8, 2009

1:00	Prep for Meeting with US Forest Service and Eagle County	
1:30	Tariff Lode – Disposition of Fractional Interest	Suzanne Wolff
2:00	Revised Employee Handbook	Laura Laubhan
3:15	BREAK	
3:30	<ul style="list-style-type: none">• Memos of Interest• Future Agendas/Agenda Requests/Monthly Calendar• BOCC Open Discussion	
5:00 PM	ADJOURN	

FRIDAY, SEPTEMBER 11, 2009

12-2:00 PM I-70 Coalition Meeting, Silverthorne Library

AGENDA IS SUBJECT TO CHANGE

AGENDA ITEM SUMMARY

WORK SESSION DATE September 8, 2009

AGENDA ITEM TITLE: Prep for Meetings with Eagle County and the Forest Service

DESCRIPTION OF ISSUE: Time has been set aside at your work session today to prep for your September 14th meeting with Eagle County and your September 15th meeting with the Forest Service.

Topics for discussion with the Eagle County have been identified as:

- Transportation Investment Generating Economic Recovery (TIGER)
- Budget update

Topics for discussion with the Forest Service will be identified at today's meeting.

LINK TO STRATEGIC PLAN: Regionalism - Pitkin County will work with citizens and groups and other jurisdictions in order to identify a shared vision for the region and to promote collaboration

BOCC RECOMMENDED ACTION: Please advise staff if there are any other agenda topics you would like to add.

AGENDA ITEM SUMMARY

WORK SESSION DATE: September 8, 2009

AGENDA ITEM TITLE: Tariff Lode – Disposition of Fractional Interest

STAFF RESPONSIBLE: Suzanne Wolff, Community Development Department

ISSUE STATEMENT: Is the BOCC interested in applying for issuance of a TDR from a mining claim on Aspen Mountain, in which the County owns a fractional interest?

BACKGROUND: The Tariff Lode mining claim is located on Aspen Mountain near the top of the Aztec ski run. The parcel has split zoning – approximately half is within the Rural/Remote zone district and half is within the SKI-REC zone district. The Simpson Family Trust owns 19/32 and the County owns 13/32 of the parcel.

LINK TO STRATEGIC PLAN: The discussion centers on the strategic issues of environmental protection and growth (transferring development out of inappropriate areas) and fiscal sustainability (revenue opportunity).

KEY DISCUSSION ITEMS: Mr. Simpson is seeking consent from the BOCC to apply for issuance of a TDR to both owners of the property, with the proceeds from the sale of the TDR to be split between the owners based on their fractional interests, less the costs of the survey, the TDR application, a 6% real estate commission, and any applicable closing costs. The request is discussed in more detail in the attached letter from Alan Richman.

Staff concurs with Mr. Richman's statements that (1) the County has previously issued TDRs on properties that are only partially within the Rural/Remote zone district, subject to restriction of the entire parcel against future development; and (2) the County has previously partnered with other fractional interests to obtain TDRs and a percentage of the sale of the TDRs.

BUDGETARY IMPACT: Potential revenue for general fund.

RECOMMENDED BOCC ACTION: Requesting BOCC direction.

ATTACHMENTS:

1. Alan Richman letter dated 8/27/09 & survey

Alan Richman

Planning Services



Box 3613 Aspen, Colorado 81612

Phone/Fax (970)920-1125

arichman@sopris.net

August 27, 2009

Ms. Hilary Fletcher, County Manager
Pitkin County
530 East Main Street
Aspen, CO 81611

RE: TARIFF LODE

Dear Hilary,

I represent Mr. Steven P. Simpson, who is the majority owner of the Tariff Lode, located on Aspen Mountain, near the top of the Aztec ski run (see attached survey). Mr. Simpson owns 19/32 of this patented claim while Pitkin County owns 13/32 of the claim.

Mr. Simpson hired me to investigate the opportunities available to him as the owner of the property. Initially, he had hoped that the property would prove to be suitable for development of a small cabin, as a portion of the property is zoned Rural/Remote (the remainder is zoned SKI-REC). However, after completing a survey of the property he found that the property does not have direct access from Summer Road and that the property does not have a suitable building site.

Based on these findings, I met with Suzanne Wolff and determined that the property is eligible for issuance of a TDR. Suzanne informed me that the County has previously issued TDR's on properties that are only partially within the Rural/Remote zone district, subject to restriction of the entire parcel against future development. This restriction is acceptable to Mr. Simpson.

An application for a TDR requires consent from both owners. Therefore, we seek consent from the Board of County Commissioners to apply for the issuance of a TDR to both owners of the property. Suzanne informed me that there is a precedent for the County to make such an application, as the County was a part owner of the Park Tunnel mining claims on Aspen Mountain and agreed to apply for a TDR with the other owners in exchange for obtaining a percentage of the sales price of the TDR.

When I met with you on August 21, you suggested that Mr. Simpson should make a proposal for the terms by which he and the County would apply for the TDR, market and sell the TDR, and split the proceeds from the sale. Following is Mr. Simpson's proposal:

Ms. Hilary Fletcher
August 27, 2009
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1. Alan Richman Planning Services would represent the owners in applying for and obtaining the TDR certificate.
2. Tim Mooney of Coldwell Banker would market the TDR immediately following issuance of the certificate and would sell it as soon as possible. Mr. Mooney's Commission for this activity would be 6% of the sales price.
3. The proceeds from the sale would be distributed to the owners based on their proportionate ownership of the property. Mr. Simpson owns 19/32 and would receive 0.59375 of the proceeds. Pitkin County owns 13/32 and would receive 0.40625 of the proceeds. The proceeds would be distributed net of the parties' expenses (that is Mr. Simpson's expenses to survey the property, the costs of applying for the TDR, the real estate commission, and any applicable closing costs).

We would greatly appreciate it if you would bring this matter to the attention of the Board of County Commissioners and let us know if these terms are acceptable. We look forward to working with the County on this project, which has the opportunity to be of significant benefit to both parties.

Very truly yours,

ALAN RICHMAN PLANNING SERVICES

A handwritten signature in black ink, appearing to read "Alan Richman". The signature is fluid and cursive, with the first name "Alan" and last name "Richman" clearly distinguishable.

Alan Richman, AICP

AGENDA ITEM SUMMARY

WORK SESSION DATE: September 8, 2009

AGENDA ITEM TITLE: Revised Employee Handbook

STAFF RESPONSIBLE: Laura Laubhan, HR Manager and Management Team

ISSUE STATEMENT: The employee handbook is adopted by the BOCC through resolution. The last version of the handbook was adopted in June, 2004. The Human Resource department in collaboration with the Management Team is recommending a revised edition for your review. The first reading is currently scheduled for September 23, 2009.

BACKGROUND: The Employee Handbook was created in 2004 after the previous version was a Policies and Procedures manual. This manual was difficult to manage and was not a good resource tool for employees or supervisors. The 2004 version was a condensed option and was hoped to provide a more usable tool. Over the years this condensed version proved to be too basic to provide guidance and direction to staff.

A review of the handbook content and its policies was begun in 2008. A complete review of the 2004 handbook and all past policies, procedures, and guidelines was conducted and an outline of suggested content was compiled. The Leadership Team delegated the Management Team the responsibility to advise and develop policies as needed for the County. To meet this responsibility in the review of the handbook, a committee of volunteer representatives from a variety of departments completed a thorough analysis of what was and should be contained in the handbook. Recommended changes or additions were brought to the larger management team for review and discussion. Our employment law consultant, Mountain States Employers Council was utilized to conduct a review from a legal perspective to ensure compliance to state and federal law. The handbook attached to this document represents the agreed upon new changes and the handbooks entire content.

The following areas are where modifications were made:

- County Vehicles and Private Vehicles
- Problem Resolution and Appeal Procedures
- Introductory Period
- Annual Leave Cash Out
- Sick Leave
- Sick Leave Donations
- Domestic Partners
- Dating in the Workplace
- Media Relations
- Leaves of Absence

We are awaiting the final review from the County Attorney at this time. We will have this review prior to the resolution presented to the Board.

LINK TO STRATEGIC PLAN: This updated handbook is developed as one step in addressing the strategic goal under **Organizational Excellence**. This is linked under the category of Human Resources, Goal 3: Increase employee satisfaction at work and to provide a positive and supportive work environment for employees, and ensure employees have the tools they need to perform their jobs effectively, efficiently, and safely. Also under the category of Organization Development, Goal 1: Respond to the needs of our community and our organization: make any needed changes through an open, integrative, and participatory approach to achieve innovative, creative and effective initiatives.

KEY DISCUSSION ITEMS:

- Any questions the Board has in regards to changes and updated areas.
- General questions and concerns about any content in the handbook.

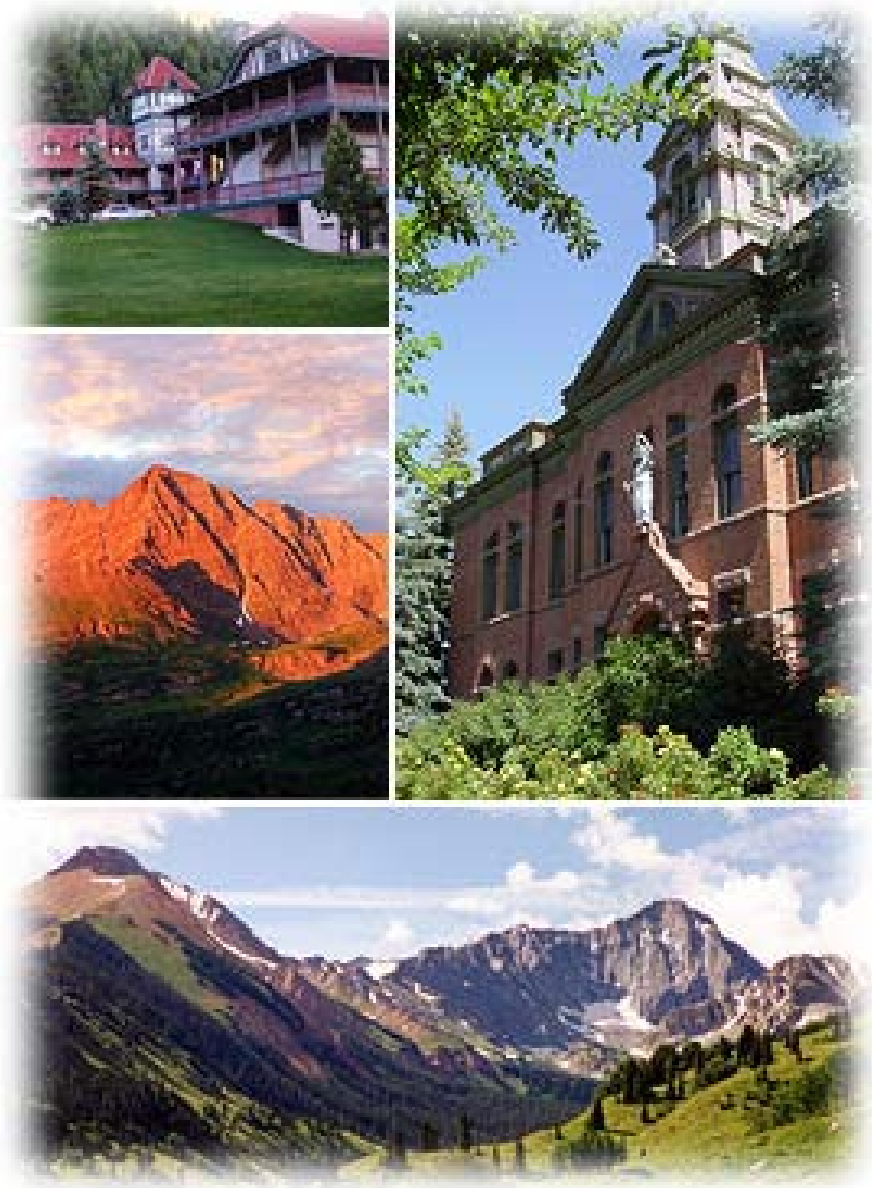
BUDGETARY IMPACT: There is no budgetary impact.

RECOMMENDED BOCC ACTION: Direct staff to proceed with implementing the revised Pitkin County Employee Handbook.

ATTACHMENTS:

Revised 2009 Employee Handbook - copy in your read box, and on file in HR.

EMPLOYEE HANDBOOK



2009



PITKIN COUNTY EMPLOYEE HANDBOOK

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Welcome to Pitkin County

To the Employees of Pitkin County,

Welcome to Pitkin County! I am pleased to have you as part of our team of highly dedicated and committed public servants. It is our hope that you will find your work with Pitkin County to not only be fulfilling, but rewarding as well. As a member of a service-oriented organization, our commitment to helping others is what makes working for Pitkin County a gratifying experience. You will be given the opportunity to grow, develop and utilize your skills within a County that values honesty, integrity, and excellence in customer service. The rewards for success will be great in terms of recognition, a sense of accomplishment and service to others.

This Handbook will familiarize you with Pitkin County, the benefits that are available to you as an employee, and the policies and procedures that will touch most aspects of your working life at Pitkin County. This handbook will serve as a ready reference when you have a question. If you have any questions or need further information, please do not hesitate to contact your supervisor or our Human Resources Department.

I believe that employment with Pitkin County is more than a job; it is an expression of the trust that the public places with us. Again, I welcome you to Pitkin County and wish you much success in your career!

Sincerely,

Hilary Fletcher
County Manager

Purpose of this Handbook

The Employee Handbook is designed to acquaint you with Pitkin County and provide you with information about the County's policies, guidelines, and practices affecting working here. The information in this handbook is presented as a matter of information only and is **NOT ALL-INCLUSIVE**. This edition replaces all previously issued editions.

The Handbook will familiarize you with the benefits and responsibilities of being an employee of Pitkin County. Please understand that this handbook can only highlight and summarize the County's policies and practices. For more detailed information, please speak with your supervisor or the Human Resources Department.

In Pitkin County, circumstances and situations are constantly evolving. As a result, we may have to revise, rescind, or supplement these policies from time to time, which we will require you to sign off as having received a copy. A signed acknowledgement of receipt of the policy change will be placed in your personnel file. Nothing in this Handbook is a contract or a promise. The policies can be changed at any time, for any reason, and without warning. Therefore, the contents of this Handbook should not be construed as a contract, expressed or implied, between Pitkin County and any of its employees.

Employment with Pitkin County is at-will and can be terminated with or without cause at any time for any reason, with or without cause or notice. Only the Board of County Commissioners has the authority to enter into an employment agreement for a specified duration. Such agreement will be considered valid and binding on the County only if it is expressly set forth in a written document and signed by both the employee, the County Manager/ designee and/or by the Board of County Commissioners.

This edition becomes effective the date of publication and replaces all previously issued editions of the Employee Handbook. The County reserves the right to add, delete, or change any of the content of this Employee Handbook at any time without prior notice.

Our culture is very innovative. We are always looking for ways to improve communications with our employees. If you have any suggestions, please direct them to your supervisor or the Human Resources Manager.

This Employee Handbook is not intended to conflict with any provision of the Pitkin County Home Rule Charter. Should a conflict exist, the Home Rule Charter governs.



Administrative Responsibility

The Human Resources Manager is responsible for the administration of the content of the Employee Handbook, except as otherwise provided. The Human Resources Manager directs the enforcement of Human Resources policies and specifies such administrative procedures, forms, records, reports and audits as he or she deems necessary. All officers and employees of Pitkin County assist in carrying into effect the policies, procedures and guidelines contained in this Handbook.

General Information About Pitkin County

Pitkin County, CO, has a population of 15,500 and includes the municipalities of Aspen, Snowmass Village, portions of the town of Basalt and the unincorporated communities of Redstone, Thomasville and Meredith. It is located in the heart of the White River National Forest in the Northern Rocky Mountains and is 975 square miles in size with 90% of the land federally owned.

On February 23, 1881, Pitkin County was created through legislation being carved out of Gunnison County. Pitkin County was established as a Home Rule County on March 21, 1978, meaning that the County has the authority to establish the organization and structure of the county government via a document known as the Pitkin County Home Rule Charter. However, there are still certain provisions that do fall under State Statute.

Pitkin County is best known for its four world-class ski resorts: Aspen Mountain, Aspen Highlands, Buttermilk and Snowmass. Tourism and real estate are the leading engines of the local economy with arts, cultural and recreational events an attraction year-round. The area is also rich in mining and ranching history. Pitkin County Open Space and Trails protects and maintains nearly 9,000 acres of the county's most coveted undeveloped property and rangeland.

County programs and services have various funding sources. A fund is used to segregate the programs that have a dedicated revenue source to support that operation. The General Fund and Road and Bridge Fund provide services that are supported by user fees, property and sales taxes and are represented by services such as public safety, public works, general administration, community development, and health and human services. Other programs are funded by revenues that are restricted for a dedicated purpose. For instance, the fees collected by the airport and landfill must be used to support those operations; the dedicated property taxes for the Library, Open Space and Trails, and the Healthy Community Fund must be used for those programs.

A variety of positions and work environments are available within Pitkin County. More than 230 regular and temporary employees enjoy the opportunity to serve our diverse and growing community.

Board of County Commissioners

The Board of County Commissioner (BOCC) is the decision-making board for Pitkin County. There are five commissioners who represent the specific residential districts in which they must reside during their terms but are elected at large. The Board provides necessary public services as required or authorized by Colorado State Statutes, and

establishes, evaluates, and revises County codes, policies and service programs to achieve operational efficiency and effectiveness in the use of limited public resources.

The BOCC reviews and approves specific land-use issues such as special review, subdivision and planned unit development. In the fall of each year they also review and approve County, District and Authority service plans and budgets. The Commissioners also act as liaison to statewide legislative groups and commissions and other local governments.

Pitkin County Culture/ Strategic Goals

Pitkin County is moving toward cultural goals of community, organizational integration and interaction, promotion of innovative and creative problem solving with an emphasis on accountability and responsibility for our decisions and actions. Through extensive analysis, nine (9) specific areas have been identified that demand attention from us in order to enhance and protect our future. These strategic issues are as follows:

- Growth
- Regionalism
- Regional Transportation
- Workforce Housing
- Environmental Protection
- Safe and Healthy Community
- Community Involvement
- Organizational Excellence
- Fiscal Sustainability

For more information on these strategic issues, please refer to the County's strategic plan maintained in the County Manager's office or on the County's website.

Pitkin County Core Values

Employees are guided in their work by the County's established Core Values. These seven (7) values were developed by a team of employees in order to be the keystone of commitment for County employees. They are established to inspire our work and guide our decision making. The Core Values are:

- **Excellence in Customer Service-** Providing outstanding service, information and products in an accessible, knowledgeable and respectful manner. Each citizen deserves a positive and courteous reception and follow-through.
- **Productive Communication-** The ability to give and receive accurate, timely information to anyone who requires it.

- **Teamwork-** A willingness to work together to help each other succeed in promoting and achieving a common goal.
- **Personal Integrity-** We are dedicated to being an important part of our community, and in doing so will maintain a strong work ethic that ensures honesty, conscientiousness, and dependability.
- **Mutual Respect-** We will approach everyone with appreciation, fairness, receptive communication, and awareness of our differences. Respect can only occur where there is a sense of comfort, trust, and safety.
- **Quality of Life For the Community-** We will pay attention to and facilitate improvement of a safe, clean, natural environment while meeting the basic human needs and increasing opportunities to create a better life.
- **Positive Work Environment-** We will strive to provide workspaces that are healthy, nurturing, comfortable, and professional. We encourage trust, flexibility, courtesy, appropriate humor and professional growth.

Pitkin County Mission Statement

“As public servants, we work in the public trust to ensure quality of life and experience in Pitkin County for present and future generations.”

Employment

Equal Employment Opportunity

Pitkin County is committed to the principle of equal employment opportunity (EEO) in any term, condition, or privilege of employment. The County has an Equal Opportunity Policy that provides a uniform set of standards governing the equality of opportunity for County employees and job applicants. The policy states:

“It is the policy of Pitkin County to provide equal employment opportunity to all employees and job applicants. No person shall be discriminated against in any term, condition, or privilege of employment on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation, or any other status protected by federal, state or local law.”

This policy is applied to all employment actions including but not limited to recruitment, hiring, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation and selection for training including internship. This policy applies to all employees, including supervisors, co-workers, and non-employees such as contractors, clients, vendors, and the public at large.

Compliance - The Board of County Commissioners endorses and supports the policy of equal opportunity, which reflects the County’s commitment to equal employment opportunity. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy.

The EEO Coordinator is responsible for providing coordination, guidance and assistance to County employees in implementing this policy. The EEO Coordinator for Pitkin County shall be the current Human Resources Manager.

EEO Harassment

Pitkin County strives to maintain a positive work environment. This Harassment Policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, job applicants, the public, consultants, etc. Employees are cautioned to consider their behavior and comments from the perspective of anyone who might see and hear them.

Harassment forms include, but are not limited to offensive language and behavior regarding individual’s age, race, sex, color, religion, national origin, disability, veteran status or sexual orientation or any other legally protected status.

Prohibited behavior includes but is not limited to the following:

- Written form such as cartoon, e-mail, posters, drawings or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault or blocking individuals' movements

The County believes that sexual harassment raises some issues that are unique in comparison to other forms of harassment and warrants separate emphasis. It is the policy of the County to maintain an environment free from all forms of unlawful discrimination, including sexual harassment. The County strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission of such conduct is used as the basis for decisions affecting an individual's employment
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written Form - such as cartoons, posters, calendars, notes, letters, and e-mail
- Verbal Form - such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted request for dates
- Physical gestures and other non-verbal behavior - such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another person's body

Harassment Complaint Procedure - the County is committed to maintaining a positive work environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the County prohibits harassment as identified above.

The County requires the reporting of **ALL** incidents that violate this policy regardless of who the offender may be. Any person who believes that the policy has been violated, whether to themselves or another individual, should report it immediately to his or her Supervisor, Section Leader/ Elected Official, Department Manager, or Human Resources Department. The individual may be asked to put the complaint in writing. The County encourages all individuals to report suspected violations of this policy as close as possible

to the date of the alleged occurrence so that the County can respond to the complaint in a prompt and adequate manner.

Regardless of when the alleged harassment or unlawful discrimination occurs, the County will investigate all reported violations of this policy. All complaints are investigated and handled as promptly and as confidentially as practical. Failure to cooperate or comply with an investigation can be construed as insubordination. Pitkin County reviews the findings of the investigation with the complainant at the conclusion of the investigation. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action up to and including termination may be taken. If Pitkin County finds after a thorough investigation that an employee knowingly made a false accusation, harassment or discrimination, that employee may be subject to appropriate corrective action up to and including termination, if necessary.

The County prohibits retaliation against any employee or individual that has reported or complained of harassment or discrimination or any employee who cooperates in the claim of harassment or discrimination. If an employee perceives any form of retaliation for making a complaint or for participating in an investigation, he or she is strongly urged to bring the matter to the attention of his or her supervisor or the Human Resources Manager immediately.

Employee Relations

Pitkin County intends for its working conditions, wages and benefits offered to its employees to be competitive. Our experience has shown that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. Please see our problem resolution procedure in the Employee Conduct and Practices section of this Handbook for additional resources. Pitkin County strives to demonstrate its commitment to all employees by responding to concerns effectively and on a timely basis. As a responsible person, if you have a conflict or issue with someone or something at work, you should take the following steps to resolve it:

- Talk with the person(s) involved in the issue. Direct communication is one of the most powerful conflict resolution tools available.
- If that does not work, or does not seem appropriate, discuss the issue with your manager, or another member of the management team. They may be able to help you see the problem from a different perspective. As always, you may also approach your Human Resource Manager.
- If the issue involves your manager, and you cannot resolve the issue or do not feel comfortable approaching her directly, you should speak with her manager or with the Human Resource Manager.

At any step in this process, you may request that the next higher level of management review your situation.

Recruitment

We know that we are only as good as our employees, so we search as widely as possible for talented and motivated individuals to fill vacant positions within our County. Pitkin County provides equal employment opportunity by recruiting and selecting employees based on their relative ability, knowledge and skills for a position regardless of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation or any other status protected by state, federal, or local law.

All recruitment activities are coordinated through the Human Resources Department.

Internal Application Process

Sometimes the most qualified person for the job is someone already working for the County. As a result, we encourage current employees to apply for vacant positions that interest them. In considering an employee for a promotion, the individual's past performance, experience, training, work-related background, attendance, and length of service are evaluated. The County may consider a lateral transfer if it may broaden an employee's range of experience.

Transferring Employee

Employee transfers are generally made to provide an efficient means for meeting the changing staffing requirements of the County, to place employees in jobs for which they are best suited, to facilitate work experience and new challenges, or to provide staff opportunities for professional development.

General:

- The transfer of individuals employed less than one year will normally not be considered unless an organizational change is involved and with Human Resource approval. This guideline also applies to individuals employed more than one year but who have been in their current positions less than one year.
- The County's general practice is to post open positions/current staffing vacancies. These opportunities are communicated on www.aspenpitkin.com/countyjobs web page under job opportunities.
- Employee's applying for internal positions are required to advise their immediate supervisor prior to interviewing for the position. It is the hiring manager's responsibility to insure this has occurred prior to any interview discussion.
- The employee's current immediate supervisor must be contacted by the hiring manager prior to an offer being tendered. At this point transitional issues such as timing are to be discussed.

- Employees will not be actively recruited to transfer from one County department to another. Should a manager be interested in recruiting an employee, he/she will first advise the employee's current manager.
- Once an offer has been accepted, additional discussions between the new and former manager must occur. Any outstanding transitional/planning issues should be finalized. There should also be discussion related to the transfer of performance appraisal responsibility.
- Transfers are to be discussed with the respective Human Resources Manager to ensure compatibility with the County's staffing objectives.
- A change of salary or wage rate may occur at the time of transfer in the following situations:
 - If the new position is clearly of greater responsibility
 - If the employee is reclassified or promoted at the same time
 - If a demotion has occurred
- Recommended salary adjustments are the responsibility of the receiving department head who will review them with the Human Resources Manager and initiate the necessary paperwork. All salary changes are made to correspond with the beginning of a pay period.

External Application Process

All applicants are required to apply for County positions on-line at www.aspenpitkin.com/countyjobs. If an applicant does not have access to a computer, they may go to the public library or come to the Human Resource department and fill out an application on-line. The purpose for on-line applications is to streamline the efficiency of the application flow.

Employee Referral Program

Employees are encouraged to assist in recruiting new employees to Pitkin County and are rewarded for their efforts. Referring family and friends to apply for positions with Pitkin County is a win-win for both parties. We recognize and believe that one of the most cost-effective and successful ways to obtain top quality candidates for employment is through this employee referral program.

Here is how the program works:

1. You, a current Pitkin County employee, tell people you know about what a great workplace Pitkin County is and about jobs that we currently have open.
2. Inform the applicant that they must list your name on the application process. If your name is not listed, a "finder's fee" will not be available.
3. If your name is listed on the application as a referral, you will earn one half of a "finder's fee" if the person applies for an open job and is hired, and then the remainder after they successfully complete six months of employment.

The hiring manager, Section Leader or any supervisor(s) of the department an applicant is applying to, are not eligible for a “finder’s fee.” No member of the Human Resource Department is eligible for a “finder’s fee.”

Please see Human Resources for a current complete guideline on the Employee Referral Program. Current job listing is on our website, www.aspenpitkin.com/countyjobs.

Employment of Relatives

Business necessity requires the establishment of policies for the employment of immediate family and/or household in order to assure reliability and appearance of fairness in the best interest of the County. Qualified applicants who are immediate family and/or of the same household of a current employee, may be hired in accordance with the guidelines below.

Immediate family is defined as spouse, parent, child, brother (half and step), sister (half and step), grandparent, grandchild, step-child, step-parent, step-grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. Same household is defined as all persons, whether related or not, living within the same house. This guidelines applies if two employees should marry.

- An immediate family member/same household may not directly or indirectly within the same chain supervise or be supervised by another immediate family member;
- An immediate family member/same household may not be in a position that handles confidential material, audits, verifies, receives, or is entrusted with monies received or handled by another immediate family member or in the same household.

In the case of marriage between co-workers, if one of the above situations arises, the County will try and arrange a transfer within ninety (90) days of marriage. If no such transfer is available the two (2) employees involved must identify which partner will resign. Resignation must take place after the first ninety (90) days.

Exceptions to this policy may be made by the Section Leader and Human Resources on a case-by-case basis.

Immigration Law Compliance

Pitkin County verifies the identity of each employee hired to perform labor or services in return for wages or other remunerations. All employees, US citizens and non-citizens, as a condition of employment, must complete the Employment Eligibility Verification form (I-9) and present documentation establishing their identity and employment eligibility.

Any employee who fails to produce the required documents, or receipt for a document, within three (3) business days can be terminated for failure to comply.

Medical Examinations

Medical Examinations, at the expense of the County, may be required in the following situations:

- Pre-employment Examination- after a conditional offer of employment has been extended to an applicant and before an individual begins working for the County, a physical examination may be required depending upon the position.
- Fitness for Duty Examination- where there is a need to determine whether an employee is still able to perform the essential functions of his or her job, the County will require a physical and/or psychological examination.
- Statutory Fitness for Duty Examination- periodic physical examinations to determine fitness for duty if required by federal, state, or local law.

A job applicant or an employee will be required to sign a release so that the medical provider conducting the examination will be permitted to disclose the examination results and recommendations to Human Resources staff.

If the examination reveals that a job applicant or employee has a disability that impacts his or her ability to perform the essential functions of the job, the County will consult with the employee or applicant regarding reasonable accommodations, if any.

The results of any examination performed by or on behalf of the County will be maintained in separate files, as are all medical records, and will be treated as confidential.

Motor Vehicle Records

The Human Resources/Risk Management Department conducts Motor Vehicle Record (MVR) checks for all new employees upon hire, and for all employees on an annual cycle in conjunction with the renewal of the County's liability insurance. If a job offer is extended to an applicant where a driver's license is required, it will be a conditional offer until a MVR check is completed and the record is determined to be acceptable.

The annual MVR checks are typically completed in January of each calendar year and in August of each year for drivers having a Commercial Driver's License (CDL). This review procedure also applies to County volunteers who drive as a regular or incidental part of their job, either in a personal vehicle or a County vehicle. Upon receipt of the MVR, Human Resources/Risk Management staff will review the report to determine whether the employee/volunteer will be allowed to drive for the County or that the employee/volunteer's driving record indicates that he/she represents too great a risk to the County to be allowed to drive on County business.

An employee or volunteer will not be allowed to drive for the County if any of the following are evident on his/her MVR for the five (5) most recent years:

- Any documented suspension, revocation, cancellation or denial of driving privileges in Colorado or any other state.
- Accumulation of more than seven points within a calendar year, not including points received for defective/unsafe vehicle.
- Any DUI (driving under the influence), DWAI (driving while ability impaired), DUID (driving under the influence of drugs) or DWAIID (driving while ability impaired by drugs) conviction.

If at any time there is a change in the employee's/volunteer's driving record, it is his/her responsibility to inform the immediate supervisor of the change. A change includes suspension, revocation, cancellation of driving privileges, excessive accumulation of points (7 or more), pending action for an alcohol related offense or moving violations.

The County's liability insurance company may review the employee's record change to evaluate continued insurability. If the employee is determined to be uninsurable, the employee will not be allowed to drive a County vehicle or a personal vehicle while on County business. The section leader and Human Resources/Risk Management Director will evaluate how the driving record change may impact the employee's ability to perform his/her job and therefore whether or not the employee can retain his/her position with the County.

The State of Colorado mandates automobile insurance; it is the expectation that employees utilizing their own personal vehicles in the course of County business will maintain their own personal insurance in accordance with state law.

Any moving violations received by an employee during the course of performing his or her job are the employee's responsibility. The County will not pay or be responsible in any manner for fines for moving violations; any fines for moving violations will be paid by the driver.

Conditional Offers of Employment

All employment offers are considered conditional until all necessary documentation has been obtained by the Human Resources Department.

Verification of any drug testing, background checks or any further information related to licensures must be completed and received by the County before a new employee will be permitted to perform any job assignments directly related to the licensure or certification requirement. If verification is not received in a reasonable period of time or by a pre-

agreed date, as determined by the County, the applicant will not be hired or if conditionally hired, employment will be terminated. Applicants for positions requiring a Commercial Driver's License (CDL) are required to pass a post-job offer drug test before beginning employment. If the drug test result is positive, the applicant will not be hired.

Introductory Period

During the initial six (6) month period of employment, new employees will participate in an orientation program conducted by various employees throughout the County, including supervisors. During Introductory Period, the employee will receive important information regarding requirements of their position, basic policies, benefit programs, safety training, performance, plus other information to better acquaint them with their job.

New employees should use this orientation time to familiarize themselves with the County and all policies and procedures. New employees are encouraged to ask any questions they may have during this time so that they will understand all the guidelines that affect and govern their employment relationship with the County.

This Introductory Period provides the opportunity to demonstrate abilities to achieve a satisfactory level of performance and to determine whether the position meets expectations. The County uses this period to evaluate capabilities, work habits and overall performance, and may adjust pay rate (adversely or positively) to reflect abilities. If the County determines that the designated Introductory Period of six (6) months does not allow sufficient time to thoroughly evaluate performance, the period may be extended up to a maximum of nine (9) months from date of hire, to be determined by the Section Leader and the Human Resources Manager. Successful completion of the Introductory Period does not guarantee a job for any period of time or in any way change the "At-Will" employment relationship.

Any claims of discrimination, EEO Harassment and other inappropriate behaviors should be reported to Human Resources immediately by all employees including employees in their Introductory Period.

The Problem Resolution and Appeal Procedures, in this handbook, does not apply during the Introductory Period. If an employee feels that an adverse action has been made against them, they may appeal in writing to the Human Resource Manager. All decisions made by the Human Resource Manager are final.

Employment Hire Date/ Rehire Information

The first day an employee reports to work is his or her official hire date. The hire date then becomes the anniversary date for calculating benefits such as retirement and leave accruals. If an employee terminates employment with Pitkin County, but returns to employment within six (6) months of his/her termination date, the original start date is considered the date of hire for the purpose of benefit accruals. Individuals who have a separation period of greater than six (6) months, will have the new starting date and this will become the new date of hire. Participation and vesting in the Retirement Plan are subject to the specific requirements of that plan.

If a seasonal employee, temporary employee or intern becomes a full-time or part-time employee without a gap in service, the prior service may be recognized for the purposes of calculating the employee's date of hire and may be used for eligibility for the County's retirement plan and other benefits, depending on the criteria for those benefits. Please check with Human Resources for the specific benefit eligibility.

In addition, the County will recognize past service of current and prospective employees transferring from a participating governmental municipality for their employment start date and benefit eligibility, provided that the employment is continuous between the participating organizations. Vacation and sick time accrual are not transferable to or from each municipality/agency. Please contact Human Resources for participating governmental municipalities.

Employee Classifications

All employees of Pitkin County are employed at-will. The designated classifications do not constitute a guarantee of work or status for any period of time.

The Board of County Commissioners specifies the number and classifications of all regular budgeted positions authorized for each department through the budget approval process. In addition to these positions, the County may approve other types of positions to meet business and County needs. Current position and classification types include:

Exempt/Non-Exempt Employees – In accordance with the Fair Labor Standards Act (FLSA), each employee is given a job classification corresponding with their payroll classification. Each employee is designated as either non-exempt or exempt from Federal Wage and Hour Laws as defined by the FLSA.

Non-Exempt Employees - Non-exempt employees are entitled to overtime hours for hours actually worked in excess of forty (40) hours per week, (leave time during the work week are not calculated in actual time worked). Overtime hours

are paid at one and one half times (1.5x) the employee's rate of pay or Compensatory Time (comp. time), may accrue at one and one half times (1.5x) the time worked as overtime. Employees will only be paid for the time they actually worked. If they leave prior to their shift ending, they may use vacation or sick time, (whatever may be applicable) or leave without pay, with the approval of their shift supervisor (See also Time Recording).

Exempt Employees – Exempt employees are not eligible for compensatory time or overtime pay provisions. They may need to work additional hours as needed to accomplish the work of the position but without overtime compensation. Deductions from pay are permissible when an exempt employee is absent from work for one or more full days for the following reasons to offset amounts employees receive for; jury fees, for military pay, or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (See also Time Recording).

Full-Time Employee - An employee, (exempt and non-exempt), in a budgeted position who is normally scheduled to work forty (40) hours per week. A full-time employee is eligible for all benefits adjusted based on number of hours worked. Appointed positions are continuous, subject to satisfactory performance and availability of funding.

Part-Time Employee - An employee in a budgeted position who is normally scheduled to work less than forty (40) hours per week. A budgeted part-time employee is eligible for designated benefits based on the number of hours normally scheduled to work:

- 24-39 hours a week: health insurance, annual leave, sick leave, retirement and fitness wellness
- 20-23 hours per week: annual leave, sick leave, retirement, and 50% of fitness wellness
- Up to 19 hours: annual leave, sick leave and 50% of fitness wellness

Temporary Employee - An employee hired to do a specific job and is scheduled to work when needed on an intermittent, on-call, emergency nature or to temporarily fill a vacancy of a regularly authorized position. Budget funding for temporary positions is determined on an annual basis. Schedules for temporary employment may be either part-time or full-time. Temporary employees are not eligible for County benefits other than those required by law.

Seasonal Employee - An employee hired to do a specific job for a specific time period on a seasonal basis. Returning seasonal employees may be eligible for

certain benefits based on their returning years of service. Seasonal employees are not eligible for County benefits other than those required by law.

Term Appointment Employee- An employee hired into a position that is designated to run for a defined period of time. This may occur for various reasons, such as the position is funded from a non-recurring source (i.e. contracts or grants) or the position is related to a specific project with an end date. Term appointment employees are typically hired for periods greater than six (6) months and less than three (3) years. Employees hired for term appointments are separated from the County as of a specific date unless the supervisor notifies the employee that the appointment has been extended or ends early. For specified periods of appointment, term employees are entitled to all other conditions of employment as a regular status employee, except the right to grieve separation at the end of the appointment.

Contract Employees- The Board of County Commissioners hires contract employees into certain senior positions. The responsibility associated with the position is judged to be such that the County must reserve the right to renew or not renew the contract of the incumbent in the position when such contract expires. The provisions of his or her contract bind an individual who enters into an employment contract with Pitkin County. Except for matters specifically set forth in such contract (including duties and salary), the benefits, term, and conditions of employment of a contract employee are governed by the County's policies and procedures.

Internships- The County in conjunction with an academic institution, will hire interns for a specified period of time. Interns are not eligible for County benefits other than those required by law. For an intern to qualify working at the County, they must meet the requirements that the Department of Labor (DOL) has set forth.

1. A student associated with an academic institution;
2. The student may participate as an intern only if they obtain college/high school credit for the internship;
3. A faculty coordinator is assigned and responsible for advising the intern and consulting with the County on a regular basis regarding their performance;
4. The training, even though it includes actual operation of the facilities of the County, is similar to that which would be given in a vocational school;
5. The training is for the benefit of the intern;

6. The interns do not displace regular employees, but work under close observation;
7. The County derives no immediate advantage from the activities of the interns and on occasion the County's operations may actually be impeded;
8. The interns are not necessarily entitled to a job at the completion of the training period; and
9. The County and the intern understand that they are not necessarily entitled to wages for the time spent in training.

Volunteers – Volunteers are a reflection of and an invaluable resource to our community. We strive to provide them with a supportive safe environment and offer them a fulfilling experience. Volunteers are not classified as employees of the County. All volunteers are subject to a background check and/or MVR. Volunteers are not eligible for County benefits other than those required by law. For further information, please refer to the Volunteer Handbook from Human Resources for additional information.

Personnel Records

Pitkin County maintains a file on each employee. The purpose of this file is to allow the County to make decisions and take actions that are personally important to an employee. Pitkin County does not keep medical records or work eligibility records in a personnel file. Medical information is kept in a separate secure place. Because the information in a personnel file is personal by nature, the County keeps these files as confidential as possible.

An employee may request to review his or her personnel file by appointment with advance written notice. Access to the file will be within three (3) business days from the receipt of the request. The viewing of the file must be with a representative of the County present at all times. The file may not be removed from the office. However, the employee may request copies of the information. All requests to view or access information from a personnel file other than the employee or the employee's supervisor should be directed to the Human Resources Manager, who is the custodian of the personnel records.

Accuracy of County Records

It is the responsibility of the employee to notify the County of any changes in personnel data. The Human Resources Department is responsible for maintaining the employee's records. However, these records are only as good as the information that has been provided by the employee. It is very important for employees to notify the Human Resources Department of any of the following that apply:

- Any changes in your home address
- Phone number
- The number of dependents that you are designating for income tax withholdings for births, adoptions, etc.
- Marital status
- Emergency contact information
- Any restrictions incurred affecting your driver's license status (specifically as it relates to driving any County vehicles) must be reported immediately to the Human Resources Department

Verification of Employment

The County may receive calls from prospective employers, financial institutions and other businesses seeking employment-related information. To ensure consistency and for documentation purposes, as per County policy only the Human Resources Department will process these requests for information. Supervisors are required to refer any such requests for information to the Human Resources Department immediately. Pitkin County will respond to those verification inquires that are submitted in writing. All requests for written employment verification must contain the employee's signature for release of such information. Pitkin County will only provide limited phone verification.

Hours of Operation

Each department in the County will have different hours of operation depending on the needs of the County. Please consult with the supervisor for the hours of operation. It is the prerogative of each department to change the hours of operation for the needs of the County. This change may affect the team or certain individuals within the department.

Emergency Closing

Emergency Closing - An Emergency Closing will be called when emergency situations occur, including; severe weather, fire, utility services disruption or natural or man-made disasters. "Disaster" refers to fires, extreme weather, earthquakes, riots, bombings, terrorist activities or other actual or threatened activity that, in the opinion of County Management, could pose a safety risk to employees. During this time of an emergency closing, employees will be paid for their scheduled work.

Hazard Assessment - In determining the hazards of a particular incident or condition, agencies such as Sheriff's Department, Fire Department, and Public Works Departments, will be contacted. Information gathered will be evaluated and used in making recommendations to declare a Storm Day or an Emergency Closing.



Storm Day - During the winter season, when travel to and from work may be hazardous, the County may declare a Storm Day. During a Storm Day, supervisory staff and required support staff will be expected to report to work, if safety permits, and work will be available for those employees who wish to work. Those employees, who choose not to come to work on a declared Storm Day, **with their supervisor's permission**, may use Annual Leave to receive pay for the day.

In the event that it is not deemed necessary to close the County offices, but where a disaster has affected individual employees to the extent that they are unable to report to work, management may authorize limited leave. It is the responsibility of the employee to contact his/her supervisor if s/he is unable to report to work.

Compensation Practices

Compensation

Wages and benefits are important parts of a job. Compensation is a combination of an employee's salary or hourly earnings, bonus or incentives, and benefit package. Employee wages are determined by the duties and the responsibilities of the employee's position. Employees are encouraged to contact their supervisor or the Human Resources Department for specific eligibility, pay, and benefit information.

Compensation/Performance Program

It is Pitkin County's objective to compensate employees for their performance and contribution to the County's goals and values. The County considers a number of factors including overall organizational effectiveness, the need for attracting and retaining qualified and talented employees, as well as the County's financial position. Four main tools are currently utilized to determine salaries:

Job Descriptions - County's positions have been defined in written job descriptions. These typically identify the purpose, responsibilities, qualifications (knowledge, skills and abilities--KSA's), and accountabilities of the job.

Job Evaluation - Job Evaluation is a procedure used to rate a position and organize job hierarchy. The purpose is to establish the relationship of each job in comparison to other jobs within the market.

Wage/ Salary Ranges - The County has implemented a formal salary structure for non-exempt and exempt positions in an attempt to keep salaries aligned with comparable markets. These ranges are developed by blending the County's compensation philosophy, salary survey data and current economic business conditions.

Performance Appraisals/Merit Raises – It is the policy of Pitkin County to reward employees for their job performance through a merit raise system. How well a job is performed is the most important factor in determining eligibility for a merit increase. Performance appraisals measure an employee's demonstrated job performance and results achieved. Performance evaluations may be held at any time but are scheduled annually. If you do not receive an annual evaluation, please talk to your supervisor. Employees are eligible for a merit raise annually, typically in the beginning of July. New employees that began their employment before August 31st are eligible for an "out of cycle" performance appraisal in December.



Pay Days

Pitkin County pays its employees on a bi-weekly basis every other Friday. Paychecks are distributed to departments on the Friday following the end of the pay period. If the regular pay day occurs on a holiday or when the banks are closed for a holiday, employees are paid on the last working day prior to the regular payday. A list of pay periods is provided to all new employees upon hire and is available in the Human Resources Department or Payroll Office anytime throughout the year.

On each payday, employees receive a statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the Human Resource Department.

The County also offers the option of automatically depositing an employee's paycheck into several local banks in the employee's personal account. In order to participate, the employee must complete an authorization form and submit it to Human Resources for processing. Direct Deposit authorization can be terminated at any time by submitting that request in writing to the Payroll Office.

Other Pay

The County can develop other pay practices at the discretion of Human Resources and in conjunction with the leadership team that could include shift differentials, hours of work, additional responsibilities or other situations that the County deems worthy.

Pay Corrections

It is the County's policy and practice to accurately compensate employees. Employees are encouraged to discuss any questions regarding the calculation of their pay with their supervisor. Employees must bring any pay errors, underpayment or overpayment to the immediate attention of their supervisor. If the employee's paycheck is short due to a payroll error, the employee has the option of receiving the amount on the next scheduled payday or in advance of the next scheduled pay day. Errors made as a result of an employee's omission are generally corrected on the next scheduled payday. Overpayment corrections will be made on the next payroll following the discovery of the error.

Time Recording

Non-exempt employees are required to track their time worked on a daily basis. Time is kept in quarter-hour increments with rounding to the nearest quarter-hour. For example,

a start time from 7:53 to 8:07 rounds to begin keeping time from 8:00 and a start time from 8:08 to 8:22 rounds to begin keeping time from 8:15.

At the conclusion of each bi-weekly pay period, all non-exempt employees are required to sign and submit their time sheet via personally or on-line to their supervisor according to the established payroll schedule. Employees must indicate whether the recorded hours are for time worked or for time off. Failure to submit a timesheet when required or submitting a fraudulent timesheet may result in disciplinary action up to and including termination of employment.

Exempt employees are paid on a salary basis. This means all exempt employees regularly receive a predetermined amount of compensation each pay period on a biweekly basis. The County is committed to complying with salary basis requirements which allows properly authorized deductions.

Exempt employees are not required to submit a time sheet biweekly to their supervisor unless leave time is used (i.e., sick, annual leave, admin leave, etc.) Exempt employees are expected to work as many hours as the work requires. However, exempt employees are expected to work eighty (80) hours each pay period or take authorized leave to make up the full eighty (80) hours if the employee has requested or taken more than eight (8) hours off in a scheduled shift.

Pay reductions from salaries that are permissible:

- **Personal absences**
Employers may deduct for full day absences for personal reasons other than sickness or disability.
- **Absences for illness or injury**
Employers may deduct for full day absences due to illness or injury if bona fide sick pay/disability plans are in place.
- **Absences for FMLA Leave**
Employers may deduct for full day absences taken as FMLA leave and partial day absences for hours taken as intermittent or reduced FMLA leave.
- **Offsets**
Employers may offset employees' pay for amounts received by the employee for jury fees, witness fees, or military pay.
- **Infractions of safety rules**
Employers may deduct for penalties imposed when salaried employees violate safety rules of major significance.
- **Infractions of workplace conduct rules**
Employers may suspend exempt employees without pay for full days for infractions of written workplace conduct rules. This deduction is meant to cover

only suspensions for "serious workplace misconduct" such as sexual harassment or drug and alcohol violations.

- **First or last weeks of employment**

Employers may make partial week payments during an employee's first or last weeks of employment.

If you believe an improper reduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper reductions will be investigated. If it is determined that an improper reduction has occurred, you will promptly be reimbursed.

Hours of Work / Work Week

The established work week begins at 12:01am on Sunday and continues for seven (7) consecutive days and ends at 12:01 midnight on Saturday (example pay week: Sunday, December 21, 2008 to Saturday, January 3, 2009.) All employees are expected to be prompt and ready to start work when they are scheduled.

Work schedules vary from department to department due to the varied nature of the services provided by the County. Department supervisors will notify their employees of their work schedule prior to the beginning of employment. In certain circumstances, supervisors have the discretion to change an employee's schedule as a public convenience or operational necessity. Employees are provided notice as far in advance as possible when a change in schedule is required.

Flexitime

The County encourages flexible employee scheduling to reduce the peak loads on the highway and to also help enable employees to balance the needs of their professional and personal lives. Therefore, where possible, employees are offered the opportunity to request a flexible schedule.

County Employees must make a written request for flex time and receive written approval from their supervisor or department head on their flexible schedule in order to be eligible. The supervisor needs to consider that traditional and normal operating hours remain the same, telephone and walk-in coverage is not reduced and that there is no significant reduction in efficiency or work product.

Compressed Workweek - The County also has established compressed workweeks so that offices/departments are able to give employees more flexibility to balance their personal and professional lives. A compressed workweek is a work schedule permitting a full-time non-exempt employee to work the equivalent of a full week in fewer than five

days. Any schedule, when considered with other staffing constraints, must ensure sufficient staffing to meet individual office/departmental operating requirements. The specific terms of an employee's compressed workweek must be set out in a brief written agreement between the supervisor and the employee. A copy of the agreement will be filed in the employee's personnel file. No schedule will be approved that has the potential to unduly increase an office's/department's liability for overtime pay. The change in scheduling will not change an employee's FLSA exemption status.

Individual offices/departments may have a different defined workweek than that identified in the Human Resources Handbook for calculating time worked in a compressed workweek. When an employee completes the Compressed Workweek Schedule form, he/she acknowledges his/her awareness of the defined workweek and acknowledges any adjustments in pay or leave accruals that shall continue to be made on the bi-weekly schedule defined in the Employee Handbook.

Employees who work a compressed workweek and are scheduled to work on a holiday recognized by Pitkin County must use the appropriate amount of leave equal to his/her scheduled shift. If an employee is scheduled for 9 hours on the holiday, then 9 hours of annual leave would be used.

The County considers flexible scheduling requests on a case-by-case basis. When deciding whether to grant a request, the County may consider among other things the nature of the job, the employee's work history and the County's staffing needs. The final approval of flextime is at the discretion of the supervisor and may be revoked at any time.

Meal Times/ Breaks

Meal and Break times are currently provided to relax and refresh an employee for the day's work. The employee will need to coordinate meal and break times with his or her supervisor in accordance with the department's needs and schedules. A meal break is considered unpaid and cannot be considered as paid time off, nor can missed breaks accumulate as time paid. Meal Periods are counted as unpaid time and break periods are included in an employee's paid work time. When breaks must be skipped due to the volume of workload, employees may not necessarily leave work early that day unless pre-approved by his or her supervisor.

Generally, meal periods are 30-60 minutes in length and break periods are 15 minutes. Employees should check with their supervisor or department head to schedule their break. Employees are asked to be courteous and clean up after themselves after they use the kitchen or lunchroom.

Overtime and Compensatory Time Computation and Employee Status

On occasion, employees may be asked to work beyond their regularly scheduled hours. Every effort will be made to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Employees are classified as exempt or non-exempt employees for the purpose of establishing overtime calculations based on position duties and responsibilities, as well as the amount of time spent performing various work responsibilities (see Employee Classifications for further information.) Exempt employees will not be paid for working beyond their regularly scheduled hours (exceptions may be made for declared emergencies). Non-exempt employees are entitled to payment for overtime. Overtime is calculated only on actual time worked within a workweek (i.e., annual leave, jury duty, funeral leave, personal leave, and sick leave are **NOT** considered hours worked for the purpose of calculating overtime payments.)

Comp Time is a balance of hours accumulated at the rate of one and one half (1 ½) hours for one (1) hour worked provided to employees in lieu of paid overtime. The maximum accrual for Comp time is 160 hours (please note some departments have a lower comp time maximum due to workload or scheduling needs.)

All overtime or comp time must be authorized and approved in advance by the supervisor. If employees have any questions regarding their exemption status or how their overtime is calculated, they should refer their questions to the Human Resources Department for further clarification.

Payroll Deductions

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck. Mandatory deductions are deductions that the County is legally required to take; such deductions include Federal Income Tax, Social Security Tax (FICA), and any applicable state and local taxes. Voluntary deductions are deductions that you have authorized. Such deductions might include healthcare, retirement accounts, etc. In addition, the County offers contributions for fundraising drives through payroll deduction, i.e. Neighbor-to-Neighbor, Green Team. These requests are made with the understanding that any contribution is totally voluntary in nature.

If you have any questions regarding your deductions, or wish to change your federal withholding form (Form W-4), please see the Finance Department or the Human Resources Department for more information.

At the end of each calendar year, employees will be supplied with their Wage and Tax Statement (W-2) form. This statement summarizes their income and deductions for the year. If employees have questions regarding these deductions, they should contact the Payroll Technician.

Wage Garnishments

A wage garnishment is an order from a court or a government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit. If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If an employee has a dispute or concerns about the amount of a garnishment, he or she must contact the court or agency that issued that order.

Emergency Preparedness

Pitkin County services are relied on heavily by the public in emergencies for up-to-date information and immediate assistance. All County employees, by the nature of their employment, are emergency workers. Employees may be called upon to perform duties other than their regular assignments to aide County emergency efforts. Employees will be compensated at their normal rate of pay. (See also Emergency Closing).

Call-Back

Certain positions may be subject to call-back. Non-exempt employees are eligible for call-back pay if they are requested to return to work outside their normal work hours. These employees must be ready and available to work per their schedule in order to receive pay. Travel time for the call-back is paid time at work.

On-Call Status

Certain County positions require on-call status as a condition of employment in order to provide continuity of service for the health, safety and welfare of the community. On-call responsibility is assigned by management to ensure that qualified staff is available, if needed at night and on weekends and holidays. Typical situations for on-call status would be on-call investigations duty for Sheriff Personnel and on-call snow duty for Public Works personnel.

In the event an employee is placed on-call, the employee is expected to advise the department of a telephone number at which they can be reached or the employee may be given a pager or a cell phone. The employee is required to remain accessible and

available to work during such on-call status. Safe, professional business practices are required of all employees assigned to on-call duty.

Any time spent in on-call status is not considered time actually worked and therefore will not be compensated. Exceptions to this rule are made in the Sheriff's Office and on a case by case situation. However, in the event an employee is called into work while on-call, the employee is compensated for all hours actually worked plus travel time to the place of work, calculated from the time of notice to report.

Travel Time

Ordinary home-to-work travel by employees—that is, the kind involved in reporting to work at the start of the day and returning home at day's end—does not count as hours worked. However, once employees start the workday, all time spent traveling as part of their principal activities are counted as hours worked. Where an employee's job involves traveling from one site to another after reporting for the day's work, the travel time is counted as hours worked.

When employees are called out at night after having completed their day's work and must travel a substantial distance to perform an emergency job for the County, all the time spent on such travel should be counted as hours worked.

When employees must take a trip by car, train, or other public transportation that keeps them away from home overnight, all time spent traveling during the hours corresponding to the employees' normal working hours will be counted as time worked. Travel hours on Saturdays, Sundays, and holidays that correspond to an employee's normal working hours on other days of the week will be counted as time worked. However, bona fide meal periods can be excluded. Pitkin County will treat as compensable hours the time an employee spends traveling away from home **outside** of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

When employees who normally work at one location are given a special one-day assignment that requires them to travel to another city, all the travel time involved counts as time worked. The only time that can be excluded are meal periods and the time spent traveling between the employee's home and point of departure—for example, an airport or bus station. This home-to-depot time falls into the standard home-to-work travel exemption.

The County will not compensate employees for time spent traveling in County vehicles between home and assigned service calls, so long as:

- use of the County's vehicle is strictly voluntary and not a condition of employment,
- the vehicle is the type that normally would be used for commuting and,

- the work sites are within the normal commuting area of the County's facilities.

Expense Reimbursement

The County provides reimbursement for authorized expenses incurred by employees on behalf of the County. The employee's supervisor must pre-approve any expense incurred, both prior to the expense being incurred, and after, when appropriate documentation is received. Employees are encouraged to exercise prudent and conservative expenditure of public monies.

The County encourages employees to use a County vehicle when doing County business. If the employee uses his or her personal vehicle on County business, he or she will be reimbursed for mileage incurred if appropriate records are provided. The employee's supervisor must pre-approve any expense incurred, both prior to the expense being incurred and after when appropriate documentation is received. The Finance Department uses current Internal Revenue Service (IRS) guidelines to determine the mileage reimbursement rates and has an estimated per diem meal allowance. Please see the Finance Department for further details.

All requests for reimbursement must be made on an Expense Reimbursement Form with the essential documentation and signed by the Section Leader/ Department Manager. Expense forms and further details regarding expense reimbursement may be obtained from the Finance Department.

Purchasing Card (P-Card)

The County will issue a P-Card to certain employees with regard to their position for County related business and expense. The purpose of the Commercial Purchasing Card Program is to streamline and simplify the purchasing and payment process for Pitkin County transactions.

The P-Card Program is intended for maintenance, repair, operating and other low value purchases needed during the course of business.

Authorized purchases may include:

- Office supplies and forms
- Books and subscriptions
- Computer supplies, e.g., software
- Day timers and calendars
- Professional membership dues
- Congratulatory or sympathy flowers
- Banquet expenses in connection with training or other County business

- County related meals
- Travel
- Miscellaneous items, e.g., DVD's

Unauthorized Purchases/Vendors:

- Items for personal use
- Country club memberships
- Cash withdrawals
- Recreational vehicles (boats, RV's, motorcycles, etc.)
- Direct marketing
- Liquor
- Recreation activities
- Meals covered by the per diem

This list is for illustrative purposes and is not all inclusive.

All purchases should be tax-exempt. As with any County purchase, the card is not to be used for any product, service or with any merchant considered to be inappropriate for Pitkin County funds. Failure to comply with the above guidelines for authorized purchases under the Commercial P-Card Program may result in disciplinary action, cancellation of your card privileges, and possible termination of employment.

Time Off Benefits

Pitkin County recognizes that our employees need to take time off occasionally to rest and relax, enjoy a vacation, or attend to personal matters. Paid leave is granted based on the number of hours in the employee's normal standard workweek. If an employee works less than their standard scheduled hours and elects not to use vacation or other time off benefits, then their Paid Leave is granted based on the hours actually worked. Paid Leave is not granted for overtime hours or unpaid time off. For the purpose of calculating overtime, leaves taken are not added as hours worked within a workweek.

If an employee is unable to report to work, he or she is responsible for personally notifying his or her immediate supervisor of the absence prior to the normal starting time or as soon thereafter as possible or as directed by department policy. All other leave requests should be made in advance, except for emergencies. An employee who is absent from work without approval may not receive pay for the absence.

The employee is responsible for accurately recording their leave time. It is also the employee's responsibility to have his or her supervisor submit their timesheet for approval of the leave time indicating that it has been granted. Employees may only use leave time that has already been accrued and may not "borrow" against future time or carry a negative balance.

Annual Leave

Annual Leave is compensated time off that can be used at the discretion of the employee with prior approval from his or her supervisor. Employees should discuss their leave plans with their supervisor and verify approval prior to making leave arrangements and commitments. Vacations should be scheduled in a way that minimizes interruptions to departmental operations. Because of business needs, each department may have their own protocol for taking Annual Leave.

Annual Leave accrual includes time to be taken for holidays (See Holiday Closures). Pitkin County currently provides budgeted full/part time employees with Annual Leave. Employees working a schedule of less than 40 hours weekly receive a proportionate share of this benefit.

Each year after the employee's anniversary, a full time {twenty four hour (+)} employee is awarded eight (8) hours of annual leave in his or her account. An employee who is scheduled to work less than twenty four (24) hours will receive four (4) hours of annual leave in his or her account.

The employee will cease accruing any additional Annual Leave when they have reached the allowable maximum. If the employee uses enough Annual Leave to fall below the maximum allowable, then the employee will begin accruing time from that date. Therefore, employees are encouraged to plan their Annual Leave times with their supervisors and use the Annual Leave before reaching the maximum.

Annual Leave Accrual for budgeted employees is as follows:

Continuous Service Time	Accrual Rate	Accrual Maximum
Up to Five (5) Years	176.8 hours per year, or 3.4 hours per 40 hour pay period (8.5% of total hours paid up to 40)	280 Hours
Five (5) or more Years	223.6 hours per year, or (4.3 hours per 40 hour pay period) (10.75% of total hours paid up to 40)	320 hours

Annual Leave Cash Out - This benefit allows employees the option of cashing out some of their accrued Annual Leave at his or her regular rate of pay. Employees may request Annual Leave Cash Out in forty (40) or eighty (80) hour increments for a maximum of eighty (80) hours paid per year. The employee should make a written request at least two (2) weeks in advance and obtain his or her supervisor’s approval. A balance of forty (40) hours must remain in the employee’s annual leave after the request has been granted. In certain “hardship” situations, an employee may request an additional forty (40) hours up to a maximum of one hundred and twenty (120) hours of Annual Leave Cash Out with approval by the County Manager.

Holiday Closures

Pitkin County does not offer separate paid holidays. Compensated time off for designated holiday closures is taken as Annual Leave. Holidays not worked should be reported on the employee’s time sheets as Annual Leave taken. The County currently observes the following holidays and most County offices are closed to the public:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving

- The day after Thanksgiving
- Christmas Day

Please note:

If New Year’s Eve Day is on a workday, County offices close at 3:00 p.m.

<u>If Christmas is on:</u>	<u>Pitkin County is closed on:</u>
Sunday	Monday
Monday	Monday
Tuesday	Monday and Tuesday
Wednesday	12:00 Noon on Tuesday & all day Wednesday
Thursday	12:00 Noon on Wednesday & all day Thursday
Friday	12:00 Noon on Thursday & all day Friday
Saturday	12:00 Noon on Friday

If an employee desires to work a designated holiday, their supervisor must approve this request prior to the holiday. The employee is paid at his or her regular rate of pay unless the employee is eligible for overtime.

Sick Leave

Sick Leave is compensated time off to be used by the employee if he or she or an immediate family member or companion animal (dog/cat) becomes ill or injured. Immediate family is defined as spouse, domestic partner or significant other, parent, child, brother/sister (half and step), grandparent, grandchild, step-child, step-parent, step-grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. For an employee to be protected under the Family Medical Leave Act (FMLA) with regard to their employment status, a family member is defined as a spouse, son, daughter and parent. (See also FMLA). It is the prerogative of the County to request medical verification for Sick Leave usage. The sick time benefit for companion animals may be restricted and denied based on the needs of the department and organization. If employees have pets other than dogs and cats, employees may use Sick Leave at the discretion of their supervisor and Human Resources. (See also Pets in the Workplace).

Employees working a schedule of less than forty (40) hours receive a prorated share of this benefit.

Sick Leave accrual for a benefited employee is:

Accrual Rate
176.8 hours per year, or 1.85 hours per 40 hour pay period (4.6% of total hours paid up to 40)

It is the employee's responsibility to notify their supervisor directly when he or she cannot come to work because of an illness or an injury prior to the beginning of their shift. Employees must call in daily for a short absence, and regularly if they are going to be absent for several weeks (regularly will be defined between the employee and direct supervisor). If the employee is absent from work, the supervisor may require a doctor's release upon returning to work. If the employee fails to call for two or more days or does not return to work on the prearranged return date, the employee will be considered self-resigned effective that date and no longer an employee of Pitkin County.

Sick Leave may not be used for regularly scheduled holidays or for prior approved Annual Leave. If an employee becomes sick during a scheduled vacation, the employee cannot use sick time. In addition, employees receiving wage benefits from workers' compensation may not use Sick Leave for time off work due to his or her injury or illness.

Sick Leave Donations

In certain circumstances and with the approval of the Human Resources Manager, an employee may receive donations of Sick Leave for use as an alternative to leave without pay for a serious personal illness or injury, or to care for a qualified family member who is experiencing a serious personal illness or injury and who does not have enough accrued compensatory time, sick or annual leave to accommodate the event during the first twelve (12) weeks of leave or twelve (12) weeks of intermittent leave. (A qualified family member is defined by the Family and Medical Leave Act (FMLA) as a spouse, son, daughter and parent.)

Employees must make all requests for donated leave through the Human Resources Department via e-mail, writing or in person. Employees are prohibited from personally soliciting donated time and forfeit their eligibility if they do so. The request must be in writing, providing the appropriate medical justification and documentation necessary for the leave, and must define the length of time the employee expects to be absent due to the condition. The employee must have used all of their accumulated sick leave, annual leave over forty (40) hours, and all comp. time prior to using any of the donated leave.

A review will be conducted for the donation request. This includes but not limited to; the length of service, leave history and performance of employee. A committee may be created to review the facts of the request. Upon approval of the application, contributions of sick leave will be solicited by the supervisor within the section/department first. Solicitations will be as anonymous as possible. If the department cannot generate

sufficient contributions, additional donations may be sought from other departments through Human Resources.

Employees may voluntarily donate their excess hours above one hundred (100) sick hours to meet the request of another County employee. A maximum amount of leave an employee may receive is 480 hours (12 weeks) per year, measured forward from any prior donation request. The 480 hour total is a combination of both the employee sick leave and all donated sick leave.

Donated leave is paid at the recipient's hourly or bi-weekly rate. Donated leave may be provided retroactively to the beginning of an employee's leave-without-pay period for the illness or injury for which it was granted. Employees who are regularly scheduled to work less than 40 hours per week are eligible for an amount equal to a prorated amount based on their regularly scheduled work week. In the event the recipient does not need all of the hours donated, the unused time is returned to the donating employee. Donated leave time cannot be "banked" by the recipient for any other uses. If an employee does not use all his or her donated time and experiences a situation where it is again needed, a second request must be made through the Human Resources department. Extensions of original requests, up to the maximum limit of 480 hours per year, may be provided upon review of documentation supporting the request.

While utilizing donated Sick Leave, employees continue their employee status and are eligible for all compensation and benefits they would have received if they were using their own accrued leave. Employees receiving wage benefits from Workers' Compensation or Long Term Disability are not eligible for this program.

Please contact Human Resources for further requirements and conditions regarding the application of donation of sick time.

Personal Time Off

An employee may use two (2) days of sick leave per calendar year as paid leave for personal reasons. Personal time off does not carry forward from one year to the next year and must be taken in full day increments equal to the employee's regular work schedule. This benefit may not be available during the last pay period of the calendar year if the pay-out occurs on the following year.

Personal Leave of Absence

It is important to note that the County understands that there may be a time that requires an employee to be away from work for personal reasons. Employees may request a personal leave of absence from the employee's section leader. A written request for a

personal leave of absence must be submitted to the employee's supervisor and section leader, stating the purpose or reason for the leave.

Approval is not guaranteed. It is based on the reason for the requested leave, the length of the leave desired, the department's workload, and the employee's work record and length of service. Employees with a minimum of 12 (twelve) months of service may request up to 12 weeks of leave for any justified reason.

The following items must be agreed upon prior to the start of the personal leave and approved by their section leader: reason for the leave, duration of the leave, how the leave is to be paid (sick, comp time, vacation time, or without pay,) benefit provisions, and returning position and pay. A signed document outlining all the terms of the leave must be forwarded to the Human Resources Department before the leave is approved.

All of the employee's earned Annual Leave and comp time must be used before the employee can request for the personal leave to be classified as an unpaid leave. If the employee's leave extends into the next month, the employee is responsible for paying for any dependent insurance premiums and making payment arrangements with the Human Resources Department. The County will make every effort to place the employee in his or her former position or a similar one when they return from personal leave, but cannot guarantee this placement.

Administrative Leave

Administrative Leave may be given to an employee by the employee's supervisor. Administrative Leave is time that does not accrue and is available for both exempt and non-exempt employees. Administrative Leave is provided to employees by certificates that identify the amount of leave and when that leave expires, usually within one (1) year of issuance. Supervisors will request and obtain the certificate from Human Resources. When leave is used, employees attach the certificate to his or her timesheet. It should be clearly marked on the timesheet as "administrative leave."

It is also a tool that supervisors may use to give recognition to an employee. An employee can nominate another employee for an administrative leave through the recipient's supervisor via e-mail. It is at the discretion of the supervisor and HR Manager if administrative leaves are approved.

Volunteer Time

Regular employees that are scheduled to work twenty four (24) hours or more a week are eligible to take a maximum of sixteen (16) hours per calendar year of paid leave from regularly scheduled duty hours to perform qualifying volunteer service. Qualifying

volunteer service is defined as service for which employees receive no implied or explicit significant compensation. Volunteer Service leave requires prior coordination and approval from the employee's supervisor. The employee must demonstrate proof of their volunteer service to their supervisor. Volunteer Time must be taken in the same pay period when service is performed. Contact Human Resources for more details of this program.

Bereavement Leave

If there is a death in the employee's immediate family (as defined under the sick policy), the supervisor may grant an employee up to forty (40) hours of paid Bereavement Leave to arrange for or attend funeral services and to attend to other affairs. Exceptions to the allocated time off can be made under extreme circumstances and with approval by the employee's supervisor up to a maximum of eighty (80) hours. To qualify for this benefit, the employee must be a regular full time or part time employee and is eligible immediately upon hire. Part time employees are eligible for an hourly amount equal to their regular weekly work schedule. For funerals of other relatives or friends, an employee may use Annual Leave, Comp Time, Personal Time or unpaid leave upon the approval of their supervisor. If an employee's companion animal pet dies, Annual Leave may be taken.

Workers' Compensation Leave

Pitkin County will compensate employees who have been injured on the job. A determination will be made concerning compensability on each case reported to HR/Risk Management. For further information please refer to the County Safety Handbook.

Military Leave

Pitkin County supports those who serve in the armed forces to protect our Country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a Military Leave of absence. Service Members are granted Military Leave without loss of wages for the first fifteen (15) days per calendar year. After the first fifteen (15) days of Military Leave, an employee may elect to use accrued Annual Leave or Leave without Pay for time missed.

The County will continue medical benefits during the leave. If an employee is absent thirty (30) consecutive or fewer days, they will be treated as an employee not on leave and the County will continue to pay its share of the insurance premium. The employee must continue to pay their dependent premium. However, if the leave lasts longer than thirty (30) days, the employee will need to pay the entire premium to continue with benefit coverage. When the military leave ends, the employee will be reinstated to the position formerly held, or to a comparable position as long as you meet the requirements

of federal and state law. Employees called to military duty must notify the County immediately that they intend on taking Military Leave. An employee whose military leave has ended must return to work and inform the County that he or she wants to be reinstated under the following guidelines:

- For leave of thirty (30) days or fewer, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- For a leave of thirty-one to one hundred and eighty (31-180) Days, the employee must request reinstatement within fourteen (14) days after their military service ends.
- For a leave of one hundred eighty one (181) days or more, the employee must request reinstatement within ninety (90) days after military service ends.

If an employee does not notify the County or return by the above guidelines, the employee's employment termination will be considered as a self-resignation. (See also **Military Family Leave Entitlements** under the FMLA policy).

Domestic Abuse Leave

Pitkin County is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. Pitkin County provides up to three (3) working days of unpaid, job-protected leave in any twelve (12) month period to eligible employees who are victims of the following statutorily defined events:

- Domestic Abuse
- Stalking
- Sexual Assault
- A crime found on the record by a court to include an act of domestic violence

Pitkin County will make all reasonable efforts to maintain the confidentiality of information related to an employee's leave in accordance with this policy. Information received pertaining to such leave shall be kept outside of the employee's performance-related personnel file.

For additional information and/or assistance, please contact the Human Resources Department.

Voting

Voting is an important right that we all have as citizens. Pitkin County encourages its employees to exercise their right to vote in all Municipal, State and Federal elections. Under most circumstances, it is possible for employees to vote either before or after

work. However, if it is necessary for an employee to arrive late or leave work early to vote in an election, the employee should make arrangements for leave with his/her supervisor no later than the day prior to Election Day.

Jury Duty

Pitkin County encourages employees to fulfill their civic responsibilities and obligations by serving jury duty when called upon. Jury Duty Leave is compensated time off for an eligible employee to perform jury duty obligation that conflicts with the employee's regularly scheduled work time. Part-time and temporary employees are eligible for Jury Duty Leave. If an employee is excused from jury duty during regularly scheduled work hours, the employee is expected to return to work for the remainder of his or her shift. If an employee is selected as a juror, the employee must call his/her supervisor as soon as possible and advise the supervisor of the selection and present a copy of the jury summons.

Jury Duty Leave is governed by state law. No benefits are denied to an employee who serves on a jury. The County pays employees for jury duty performed for the first three days of service which are not paid for by the court. An employee may elect to receive his/her regular wage for up to an additional twelve (12) days by signing over his/her court pay for this time to the County. If the employee does not wish to sign over his/her court pay to the County or, if the jury duty assignment is longer than fifteen (15) days, the employee may elect to use accrued Annual Leave or Leave without Pay for time missed. Employees are responsible for designating "Jury Duty" time on their timecard regarding payment for Jury Duty.

Leave for Academic Activities Act (CO HB 09-1057)

Employees can take leave for academic activities such as: parent-teacher conferences, special education services, response to intervention, dropout prevention, attendance, truancy; or disciplinary issues. Parental involvement leave is unpaid. The County or employee, however, may elect to substitute accrued paid vacation leave or other paid leave for this time.

Full-time and part-time employees may take up to a maximum of 18 hours in an academic year to attend such activities. Part-time employee leave is prorated based on the percentage of a full-time schedule the employee works. The Act restricts employees from taking more than six hours of leave in any one-month period and allows the County to require leave to be taken in no longer than 3-hour increments.

Except in emergencies, employees are required to provide at least one (1) calendar week advance notice of the need for leave. The County can require that this notice include written verification of the academic activity from the school or school district. In emergencies, employees are required to provide notice and written verification from the school as soon as possible after learning of the need for leave. The Act requires

employees to reasonably attempt to schedule academic activities outside regular work hours.

Family and Medical Leave Act (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month continuous calendar period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty.

Eligibility Requirements

Employees are eligible if they have worked for at least one year, for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment,

or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the County's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or the County may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the County's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal call-in procedures.

Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

County's Responsibilities

The County will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the County will provide a reason for the ineligibility.

The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA protected, the County will notify the employee.

During FMLA leave, the County will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon

return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Enforcement

An employee may file a complaint with the U.S. Department of Labor.

Failure to Notify

Failure for an employee to properly notify their supervisor or Human Resources of a FMLA qualifying event, including but not limited to the following, may result in disciplinary action up to and including termination:

1. Notification of a qualifying leave
2. Failure to provide certification for a qualifying leave
3. Failure to provide re-certification for a qualifying leave
4. Mis-representation or falsification of information for a FMLA leave.

The FMLA policy does not supersede the attendance policy. It is still the responsibility of the employee to notify their supervisor or manager of any lost time or anticipated lost time. FMLA runs concurrent with Sick Leave or Paid Leave.

Employee Benefit Programs

Additional Information on the County's benefit programs is available by contacting the Human Resource department. Many benefit plan offerings are defined through legal documents (such as group insurance contracts) and registered retirement plan documents. If the general descriptions in this manual do not conform to the formal language found in the contract and plan documents, the contract and plan documents take precedence. Employees are encouraged to familiarize themselves with and take advantage of all benefit opportunities. Since benefits are likely to change from time to time, the policies for benefits do not create any expressed or implied contractual obligation on the part of Pitkin County or their employees.

Open Enrollment

The County's regular Benefit Open Enrollment is held annually during the last quarter of the calendar year to allow eligible employees to enroll in or change medical, dental and vision insurance and other coverage without a qualifying event. At this time, employees are able to change their flexible spending account and enroll or remove dependents from coverage.

Medical, Dental, Prescription Drug and Vision Insurance

Currently, regularly budgeted full-time and part-time employees who are normally scheduled to work at least twenty four (24) hours or more a week are enrolled in medical, dental, vision, and the prescription drug plan. Eligibility begins for new employees the 1st day after the completion of their first month of employment.

Basic Life Insurance and Dependent Life Insurance

Through our carrier, the County offers employees working 20 hours or more Basic Life Term Insurance and the opportunity for the employee to purchase Dependent Life Term Insurance. Please check with Human Resources for an employee's eligibility date and for further information.

Benefit Continuation (COBRA)

If an employee's employment is terminated (either voluntary or involuntary), or has a reduction in hours, a separation, divorce or death of the covered employee, then an individual may have the right to continue the same group health coverage at group rates. An individual's cost for coverage may be higher than what the individual was paying before but generally the cost is lower than private individual health insurance. Under the Consolidated Omnibus Budget Reconciliation Act of 1985 or "COBRA" (Public Law 99-272, Title X), Pitkin County will offer qualified persons the opportunity to apply for

temporary extension of health coverage (also known as “Benefit Continuation coverage”). It typically lasts for eighteen (18) months (longer periods are available for specific circumstances).

Retirement Plan and Social Security

Regularly budgeted full-time and part-time employees normally scheduled to work twenty (20) hours or more per week participate in Social Security for the first six (6) consecutive months of employment. After six (6) months of employment the contributions to Social Security end and the County contributes to the Pitkin County Retirement Plan, 401(a). The County plan provides three (3) coverage’s:

- Retirement
- Long Term Disability
- Life Insurance

Employees are vested in the portion of their retirement account attributable to County contributions in accordance with the following schedule:

<u>Period of Service</u>	<u>Percentage of Acct. Vested</u>
Less than six (6) months (no contributions made)	0%
Six (6) months to less than one (1) year	50%
One (1) year to less than two (2) years	60%
Two (2) years to less than three (3) years	70%
Three (3) years to less than four (4) years	80%
Four (4) years to less than five (5) years	90%
Five (5) years or more	100%

Funds are not available for withdrawal until retirement or with withdrawal penalty at termination of employment. Upon separation from County service, employees are no longer participants in the retirement plan and must choose a distribution method for funds in the plan. A “Request for Distribution of Retirement Funds” must be completed and submitted to the Human Resource Office within 180 days from the time of separation. This document and all relevant information can be obtained from the Human Resources.

Employees also have the option to create a limited tax liability fund until retirement through a “CCOERA Governmental 457 (b) deferred compensation plan.”

For more information on the Pitkin County Retirement Plans, please see the plan summaries and individual plan coverage or contact the Human Resources.

Retirement Plan Loans – Employees are eligible to borrow up to 50% of their vested retirement balance or \$50,000, whichever is less for the purchase of their primary residence. Employees are also eligible to borrow up to 50% of their vested retirement

balance or \$10,000, whichever is less, for general purposes. The combined loan amount of these two programs must not exceed \$50,000. Interest is charged for these loans and is calculated at the time the loan is finalized. Contact Finance Department for more information on this program.

Long-Term Disability

Long-term illness or injuries are covered by the County's Long-Term Disability Plan (LTD) benefit. The LTD insurance provides up to 60% of an employee's regular income. This benefit is for full-time and part-time employees working more than 20 hours a week. This benefit is paid directly to the employee in the event of a qualified disability that exceeds 90 days. An employee may request long-term disability once all of their sick and vacation time has been used or paid out. Once an employee is on long-term disability or their sick and vacation time has been expired, or the County has terminated their employment after six (6) months on a leave of absence, the County sponsored medical, dental and vision coverage will be terminated. The employee will receive COBRA notification during this time. An employee is eligible for Long Term Disability coverage after successful completion of their Introductory Period. Complete information on the plan details can be obtained from the Human Resources Department.

Domestic Partners

All employees of Pitkin County who are eligible to participate in Employee Benefit programs are eligible to cover a domestic partner and authorized dependents to the extent specified below and applicable state and federal regulations.

A domestic partner relationship exists when an employee has completed the County's "Affidavit of Domestic Partnership" form or has registered the domestic partner relationship with another governmental body and a copy of that document has been submitted to Human Resources.

Unless the domestic partner is also considered as a dependent for tax purposes under Section 125 of the Internal Revenue Code, the IRS currently treats the value of health (medical, dental and vision) coverage provided to domestic partners and his or her dependents, if any, as imputed income. Therefore, these premiums are deducted from the employee's bi-weekly paycheck post-tax.

Health care coverage for domestic partners will end at the earliest of the following:

- The domestic partnership is dissolved and the Employee completes the County's form "Dissolution of Domestic Partnership."
- The employee is no longer eligible for health insurance coverage.

The County will offer COBRA to domestic partners (and eligible dependents) under the same conditions required by law for spouse and eligible dependents.

HIPAA Compliance

The Health Insurance Portability and Accountability Act (HIPAA) was enacted primarily to provide improved portability of health benefits and greater accountability in the area of healthcare fraud.

As a plan sponsor of fully insured “group health plans,” Pitkin County is required to comply with the HIPAA requirement to maintain the privacy of health information (PHI). PHI refers to any health information which may be identifiable including but not limited to demographic information which is collected from an individual that relates to the past, present or future physical or mental health or condition of an individual, the provision of health care, future payment to an individual, and identifies the individual in relation overall to physical or mental condition.

Employee Assistance Program (EAP)

The County provides employee assistance services through a third party provider. Counseling in the areas of work life balance, relationship and financial issues are available on a limited basis at no cost. Employees and their immediate family members are eligible for this benefit. Contact Human Resources for more information on accessing this service.

Medicare

Pitkin County is required to dedicate a portion of each qualified employee’s pay to Medicare. The employee pays 1.45% of his or her gross income each pay period and the County matches this amount into Medicare.

Fitness Wellness Benefit

Pitkin County encourages employees to have the opportunity to participate in fitness and wellness activities to promote healthy living. The Fitness Wellness benefit is provided as an opportunity to purchase personal fitness and/or wellness activities. The annual amount is determined in the accrual budget cycle and is based upon a calendar year. This is a taxable benefit included in an employee’s W-2 but not taxed at the time received.

Employees who are regularly scheduled to work twenty-four (24) or more hours per week are eligible to receive the full allotment and those who regularly work less than twenty-four (24) are eligible to receive half the allotment. Eligible new employees hired will

receive a pro-rated amount for the time worked in the current calendar year. Seasonal, temporary employees or interns are not eligible for the Fitness Wellness Benefit.

Computer Purchase Loan Program

Full-time and Part-time employees are eligible for computer purchase loans after six (6) months of employment. The maximum loan available for computer purchases is \$2,000.00, with repayment to be made over the maximum of two (2) years. The purchase, including hardware and software, must be made through a retail establishment. Contact Finance Department for more information on this program.

Rental Advance Assistance

In recognition of the difficulty in obtaining housing in the Roaring Fork Valley, Pitkin County provides interest free loans for the purpose of obtaining rental housing. The loan may be no more than 50% of the amount due or the employee's monthly wage, whichever is less. The loan is repaid through payroll deduction in bi-weekly amounts for a period of no more than six (6) months. Employees who are normally scheduled to work 24 or more hours per week are eligible for this program. Part-time and seasonal employees may be eligibility on a case-by-case basis. Contact Finance Department for more information on this program.

Down Payment Loan Assistance

Pitkin County provides interest free Down Payment Assistance loans to full-time employees for the purpose of assisting the employee in the purchase of a primary place of residence. Contact Finance Department for more information on this program.

Bus Pass

Pitkin County provides bus passes to employees commuting to and from work via RFTA. Employees who participate in County Van Pools are not eligible for a Bus Pass. If the employee separates employment with Pitkin County, the employee must return the unused passes or pay the County for the monthly pro-rated portion of the time remaining on the pass.

Employee Advocacy Group (EAG)

The County Employee Advocacy Group's (EAG) purpose statement is as follows: EAG rewards and recognizes employees who exemplify the County values and advocates a positive work experience with the ultimate aim of furthering the County's strategic goals. EAG can act as a liaison between employees and management, and advance initiatives that make Pitkin County a great place to work. (See also Recognition Programs).



Clothing and Tool Allowance

Pitkin County recognizes that certain jobs may require special footwear and outerwear, and that certain jobs may cause wear and soil clothes faster than normal and therefore specific departments are eligible for a clothing allowance. The clothing allowance covers footwear and other clothing needed to perform the essential functions of the job. Fleet department employees are required to have their own tools and a tool allowance is provided to offset the cost of their tools.

Clothing and tool allowances are provided to eligible employees as a lump sum benefit in the first quarter of each year or, for new employees, a prorated amount is provided at the time of hire. Sheriff's Office employees are provided a clothing allowance according to the department's policy. The annual reimbursement amount is determined in the regular annual budget cycle. This is based on the calendar year and cannot be accrued and carried forward into the next year. This benefit is taxable and will be included in the employee's gross wages for the year in which it was received.

To receive the clothing or tool allowance, the eligible employee must sign a clothing and tool allowance agreement. In addition, they acknowledge that if their employment is terminated (voluntarily or involuntarily) prior to the end of the year they authorize repayment of the allowance through payroll deduction from their final pay. The amount repaid is calculated as a proportionate share of the allowance for the calendar year based on the total benefit divided monthly.

Personal Tools and Property

Employees may use their personal tools or property (excluding vehicles) in their position with their immediate supervisor's approval. Employees should check with their supervisor for the proper steps to obtain approval.

Employee Development

Performance Reviews

Formal performance reviews are scheduled approximately every twelve (12) months. During the employee's introductory period of employment, the employee may be reviewed after three (6) months of service and again after nine (9) months of service. A performance review does not necessarily mean an increase in pay will be awarded.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal regular basis. Formal reviews are conducted to provide both the supervisor and the employee the opportunity to discuss job tasks, identify and correct areas needing development, to encourage and recognize strengths, and to discuss positive and purposeful approaches for meeting goals.

Pay Adjustments for Performance

Merit Increases may occur based on an employee's annual performance review. The percent range for possible merit increases is established each year through the budget development process.

Promotional Increases occurs when an employee is promoted into a position to a grade above the grade of his/her current position. The employee is eligible for a promotional increase up to 5% per grade to the minimum of the promotional wage range or up to a maximum 10% increase. The base wage adjustment is determined on a case-by-case basis. Justification for any increase must be provided and approved by the Section Leader and HR Manager.

Lateral Transfers occurs when an employee transfers from one County department to another in a position of the same grade of his/her current position. The transfer must be coordinated between the two departments. The base wage adjustment is determined on a case-by-case basis. Transfers may have a base wage adjustment not to exceed 5% with justification and approval from the Section Leader and HR Manager

Demotion occurs when an employee has been demoted to a position in a grade lower than the employee's current position. A demotion may result in a pay rate change. Demotions may be voluntary or involuntary as a reflection of performance.

Training, Conferences and Workshops

Pitkin County supports employees attending educational programs that provide for an employee's professional and individual development. With supervisor's approval, the

County may pay registration and tuition fees for programs that will improve the employee's ability to perform their job. Employees are responsible to show successful completion of training.

Educational Assistance

Pitkin County supports employees furthering their education and supports this effort through the establishment of an educational assistance program. This program provides qualified employees with funds for coursework towards educational degree or vocational certificate programs that are work related. Full-time employee's are eligible for consideration for educational assistance after he or she has worked with Pitkin County for one (1) continuous year.

Study and class attendance must be voluntary and accomplished in the employee's off work-time. Upon finishing the coursework, the employee must submit evidence of satisfactory completion (i.e. grade report) to Human Resources. An overall grade point average (GPA) in the program of 3.0 is required at all times until completion of the degree or the certificate program.

Educational expenses eligible include the cost of books, equipment, fees, and tuition. Expenses excluded from the program include costs of lodging, meals, transportation, tools or supplies (other than textbooks) that are kept after the completion of the course. Courses may be approved in this program if they relate to the following areas: present job assignment, job advancement, and advanced degrees related to the job. The County will pay up to a maximum of \$5,250 annually to a total maximum benefit for each employee of \$26,000 over the course of his or her employment with the County. The program provides the funds in the form of financial award with a required two (2) years of service to the County upon completion of the educational program. If the employee leaves, prior to that service requirement being fulfilled, the sums paid by the County in the form of a grant shall be deemed to be a deferred loan from the County to the employee and the employee will have to re-pay the loan. Awards totaling less than \$1,200 do not have the service requirement as identified in this program. The County reserves the right to terminate the program at any time as a whole or on an individual basis with or without cause and without advance notice.

Recognition Programs

The Employee Advocacy Group (EAG) has worked hard on conducting surveys and finding out what type of recognition was thought to be valuable to employees. The findings helped to enhance the Spotlight Award program, the "REAL DEAL" and the Service Awards. In addition, Gift Certificates and Administrative Leave can be used for

recognition. An employee or department should not receive multiple recognitions for the same action/event with the exception of the “Spotlight Employee of the Year Award.”

The Spotlight Award - Nominations can be made by supervisors and co-workers throughout the year. Each month’s winner will receive a monetary award and eight (8) hour Administrative Leave. At the end of the year, the EAG will give an “Employee of the Year Award” that is chosen from the entire year’s spotlight award nominations. The Employee of the Year will also receive a monetary award. (All award bonuses are subject to applicable withholding taxes.)

The “REAL DEAL” - (Recognizing Employee Achievement through Leadership) This award distinguishes employees who do the right thing. It enables the employee to be recognized through the notes and e-mails that have been sent to EAG from within or outside of Pitkin County. All notes and e-mails must be sent to the employee’s supervisor and EAG. Three winners are selected at random for first (1st), second (2nd), and third (3rd) place for monetary awards.. Employee’s who sent in nominations for the Real Deal, will also have an opportunity to be selected at random for a monetary award.

Service Awards – Our employees are vital to our customer service and County public service efforts. Service Awards recognize those employees who have dedicated their time and talent to Pitkin County. A cash award is given to employees based on 5 year increments (i.e., 5 years, 10 years, etc.) If you have any questions on your length of service, please contact your supervisor or the Human Resources Department.

Gift Certificates – Each department is allotted Gift Certificates to be used at the discretion of the supervisor including personal recognition, department recognition, offers of appreciation to vendors and for “good will” use. Due to the IRS taxation requirement, gift certificates will not be in excess of \$20.00 and cannot be bought or used from a mass merchant, grocery stores or stores that offer multiple lines of products, without taxation on the employee.

Administrative Leave - It is a tool that supervisors may use to give recognition to an employee. An employee can nominate another employee for an administrative leave through the recipient’s supervisor via e-mail. It is at the discretion of the supervisor and HR Manager if administrative leaves are approved. (See also Time-Off Benefits, Administrative Leave).

Employment Policies

Code of Conduct

The citizens of Pitkin County are entitled to a fair, ethical and accountable local government. Each employee is an integral participant in the County's mission and goals and is expected to exhibit a high degree of professionalism and personal integrity consistent with the pursuit of excellence in the conduct of his/ her responsibilities. All employees must understand, respect and value the job, the organization, the citizens, fellow employees, and the common public interest. Employees are not allowed to accept any gifts from a vendor, contractor, consumer or agencies over \$100.00. The definition of gifts includes but not limited to, money, gift certificates, concert/theater tickets, ski passes, clothing, meals, etc. (The conduct of Public Officials, Appointed, Contract and Section Leaders is also governed by the Governance Policy 2.11, Standard of Conduct for Pitkin County Public Officials and/ or the County's Home Rule Charter).

The County places a high value on human relations, human diversity and human rights. Consistent with these values, the County strives to maintain a work environment that is characterized by mutual respect for all individuals. Such an environment has no place for harassment or discrimination based on race, color, religion, national origin, citizenship, ancestry, marital status, sex, disability, age, veteran's status or sexual orientation, or any other status protected by state or local law, and such behavior will not be tolerated. For the complete policy on Harassment, please refer to the policy section of this Handbook.

Employees are encouraged to report any evidence or suspicion of activity by an employee in violation of this code of conduct to his/ her supervisor, the Human Resources Manager or the County Attorney. Retaliation against an employee reporting such events is strictly prohibited.

Conflict of Interest

A conflict of interest is a disparity between private interest and the official responsibilities of an individual in a position of government trust. In making decisions, all employees of Pitkin County must exercise independent judgment in the best interest of the County. Personal or outside interests or relationships must not influence employees to the detriment of the County. Employees must not engage in any activity, practice, or act which may be construed as a real or perceived conflict of interest with the interests of the County. In keeping with Pitkin County's commitment to the public trust, the effective functioning of democratic government therefore requires that:

- employees respect the laws and policies affecting the operations of government;
- employees be independent, impartial, and fair in their judgment and actions; and
- employee actions be directed for the public good, not for personal gain.



The following describes activities which could be construed as a conflict of interest, unethical or non-conformance with the rules of conduct:

- 1) Use of public resources such as staff time, equipment, supplies, facilities, or privileged or confidential information, for personal gain.
- 2) Use of position with the County to take special advantage of services or opportunities for personal gain. Employees should not accept gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised. Acceptance of nominal gifts in keeping with special occasions, meals and refreshments in the ordinary course of business, or social courtesies, which promote good public relations and encourage participation in community events, is permitted provided that the value does not exceed \$100.00.
- 3) Use of so much of the employee's time while at work completing tasks other than those relating to County business that it impairs the employee's attention or efficiency in the performance of duties as a County employee.
- 4) Acquiring or holding of an interest in any business or undertaking which an employee believes benefit him or her economically by an official action of the County over which said employee has substantial authority.
- 5) Representation of any development, entity, or person within two (2) years of separation of employment with the County with regard to any matter for which he/she had any direct responsibility or authority in regard to permitting, approval, or contracting.

Any violation of these provisions will be grounds for disciplinary action, up to and including dismissal. Any question as to whether a situation is a conflict of interest should be addressed to the employee's Department Head or Section Leader. If there is disagreement or question remains unanswered, the employee or the department should refer the matter to the Human Resources Manager, County Manager and/ or County Attorney for a final determination.

Honesty

It is important that employees uphold a standard of honesty and integrity at all times. Employees must carefully follow all County procedures concerning inventory control, handling cash receipts, expense reporting, and maintenance of a secure workplace. Dishonesty and theft are not tolerated. If an employee witnesses an act of dishonesty, theft, or pilferage, s/he should report the incident immediately to his/her manager or supervisor. An employee's cooperation is also expected in the investigation of any such situation.

Harassment (See Employment EEO Harassment page 13).

Workplace Violence

The County is committed to a safe workplace free of violence. Any behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of its origin. Pitkin County has a “zero tolerance” of violence in the workplace. Threats or intimidation of employees, vendors, customers or others with whom the County has contact is prohibited. The workplace is defined as all property, including parking lots, public areas such as lobbies, rest rooms, break rooms, and any other location, where the employee is assigned to perform work for Pitkin County.

Examples of behaviors which are prohibited by the County’s Work Place Violence Policy include:

- Making threats with words or gestures
- Intimidating others/ bullying
- Acting in a hostile manner
- Fighting
- Pushing
- Physically blocking another person’s freedom of movement
- Brandishing, displaying or possessing a weapon
- Stalking
- Nuisance telephone calling
- Sabotaging another person’s work
- Harmful misuse of County equipment or property
- Causing or maintaining high levels of conflict or tension within a work unit or between co-workers
- Threatening or attempting suicide

This list is not all-inclusive and is for illustrative purposes only.

The County recognizes that violence can be brought into the workplace by outsiders. Employees are required to assist the County in protecting against workplace violence, which may be committed by employees and/or non-employees. Employees must report to the County any action, behavior or perceived threat by intruders, customers, vendors, outside contractors and family members of employees and/ or acquaintances of employees. Domestic violence can lead to acts of violence against an employee at the employee’s workplace and may injure not only the targeted employee but co-workers in the area at the time of the incident. If an employee is aware of a troubled relationship which may lead to violence in the workplace, the employee should report it so that appropriate preventative measures can be taken. The County understands the sensitivity of such situations and will handle the information discreetly and confidentially to the extent practical to maintain employee privacy while simultaneously investigating or taking precautionary measures.

The County requires reporting of all incidents without bias toward the identity of the offender(s) or victim(s). Anyone who has observed or who becomes aware of such behavior- whether it is to themselves or another individual- is to report it even if the person who observes the behavior is not the target of it. This policy also prohibits retaliation against any person who reports violent or intimidating behavior or helps in investigating such a complaint.

Depending upon the circumstances, the outcome of the investigation will be communicated, as appropriate, and action may be taken up to and including termination and/ or legal action such as seeking a restraining order, arrest and prosecution. Any employee who has been found in violation of committing a violent act, or to have deliberately falsified a report of violence, will be subject to disciplinary action up to and including termination.

Weapon- Free Workplace

In the interest of maintaining a workplace that is safe and free of violence and as a condition of employment, Pitkin County is declared weapon free work place. Colorado law prohibits the possession of dangerous/illegal weapons; this prohibition extends to Pitkin County property. Dangerous/illegal weapons are defined by Colorado law and include certain knives, certain firearms, explosives, etc. This policy applies to all County employees, contract, seasonal and temporary employees on County property with the exception of the Sheriff's Office. Please note law enforcement officers may carry a weapon as required by their position.

Concealed weapons for which the individual has a permit must be unloaded or properly disarmed so as to render them non-dischargeable or unusable while on County property. Pitkin County strongly encourages employees with carrying concealed weapons (CCW) permits to respect the County's policy of a weapon free workplace.

“County- Property” covered by this policy includes all County-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the County's ownership or control. This policy also applies to all County owned or leased vehicles and all vehicles that come onto County property.

“Dangerous Weapons” include but are not limited to handguns, firearms, explosives, knives and other weapons further defined by Colorado statute and/ or local ordinance. If employees have a question regarding whether an item is covered by this policy, they should contact Human Resources. It is the employee's responsibility to make sure that any item not specifically listed above that is possessed by the employee is not prohibited.

Drug and Alcohol

To ensure a safe and productive work environment, Pitkin County prohibits its employees from the manufacture, distribution, dispensation, possession or use of any controlled substance on any County premise or worksite. County premise or worksite includes County-owned vehicles or personal vehicles being used for County business or parked on County property. This policy applies whenever an employee is conducting County business or representing the County.

Employees who must hold a valid Commercial Driver's License as a condition of employment are subject to additional drug and alcohol rules, regulations and testing including reasonable suspicion testing as established by the Department of Transportation.

Pitkin County will not knowingly hire, retain, or permit to work on County business any employee who is impaired through the use of alcohol, a controlled substance, or illegal drugs, nor anyone abusing prescription or non-prescription drugs. All employees, as a condition of employment, must agree to a) abide by the terms of the County's Drug-Free Workplace Policy and b) notify the employer, within five (5) calendar days, if he or she is convicted of a criminal drug violation in the workplace.

Pitkin County recognizes that alcohol and drug abuse and addiction are treatable illnesses and the County encourages employees to voluntarily seek help with drug and alcohol problems. The County provides an Employee Assistance Program at no charge to the employee which may be utilized for drug and alcohol problems.

Any violation of this policy will result in disciplinary action up to and including termination.

Purpose and Goal - The Drug-Free Workplace Act of 1988 requires all federal grantees to agree that they will provide drug-free workplaces as a condition of receiving a contract or grant from a federal agency. In accordance with that requirement, Pitkin County is committed to the objective of maintaining a Drug-Free Workplace.

Pitkin County is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol and drug abuse pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment.

This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, have a negative impact on productivity and morale, adversely affect the safety of the public or the reputation of Pitkin County and/ or threaten Pitkin County's operations, assets or integrity.

Definitions -

Drug-Free Workplace – an employment setting where all employees adhere to a program of policies and activities designed to provide a safe workplace, discourage alcohol and drug abuse, and encourage treatment, recovery and the return to work of those employees with such abuse problems.

Controlled substance – a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

Illegal drug – a controlled substance included in schedule I and II, as defined by section 802(6) of the Controlled Substances Act (21 U.S.C.), the possession of which is unlawful under chapter 13 of that title. Schedule I and II drugs or other substances have a high potential for abuse and may or may not have a currently accepted medical use in treatment in the United States, and it may lack a level of accepted safety for use under medical supervision. Abuse of drugs or other substances may lead to severe psychological or physical dependence. The term “illegal drugs” does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

Prohibited Behavior - It is a violation of the drug-free workplace policy to use, possess, sell, trade, distribute, and/or offer for sale illegal drugs or controlled substances on any County premise or worksite. In addition, it is a violation of our drug-free policy to be impaired at work with any detectable amount of alcohol or prohibited drugs in the employee's system. (A detectable amount refers to the standards generally used in workplace drug & alcohol testing).

Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his or her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate workplace procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or accidents occur due to prescription drug misuse or abuse.

Consequences - One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an employee violates the policy, the consequences are serious.

Violations of this policy include:

- a) Testing positive- Employees who test positive for drugs or alcohol while conducting County business or representing the County
- b) Refusal to comply- Employees who refuse required testing
- c) Interference with testing- Employees who adulterate, tamper with or otherwise interfere with accurate testing or completion of testing
- d) Any employee who has been observed using or possessing illegal drugs during work time (including lunch breaks) or on Pitkin County premises

Any employee who tests positive for alcohol or prohibited drugs will be immediately removed from duty and referred to a substance abuse professional for assessment and recommendations. If returning to the workplace is determined to be appropriate, as a condition of continued employment, the employee may be required to pass a Return-to-Duty test and sign a Return-to-Work Agreement. The Return-to-Work Agreement may include required ongoing, unannounced, follow-up testing for a period up to five (5) years.

An employee who enters rehabilitation and fails to successfully complete it and/or repeatedly violates the policy or violates a Return-to-Work Agreement will be terminated from employment.

Confidentiality - All information received by Pitkin County through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Drug Testing - To promote a safe and productive workplace, Pitkin County will conduct the following types of Drug/Alcohol testing for all employees:

- a) **Reasonable Suspicion:** An employee will be asked to submit to tests for alcohol and/or drug use when the employee is reasonably suspected of being impaired by use of alcohol and/or drugs.

- b) **Return-to-Duty:** If Pitkin County elects to allow an employee to return to work following a positive test result, it is mandatory that the employee must first pass a drug test.
- c) **Follow-up:** Following an employee's return to work after a positive test result, the employee must participate in unannounced testing for a pre-determined period of time not more than five (5) years from the date of return to duty.

Pitkin County does not conduct pre-employment, pre-duty or random drug testing under this policy.

All drug testing information will be maintained in separate confidential records. The substances that will be tested for are **marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and alcohol**. Testing for the presence of alcohol will be conducted by breath testing. Testing for the presence of drugs will be conducted by urinalysis testing.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Federal guidelines disseminated by the Substance Abuse and Mental Health Services Administration (SAMHSA) where applicable and will include a screening test, a confirmation test, the opportunity for a split sample, review by a Medical Review Officer, a documented chain of custody, and, for employees who test positive, the opportunity to provide a legitimate medical explanation (such as a physician's prescription) for the positive result.

Return-to-Work Agreements - Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Pitkin County has the right to require verification from the health care provider for a release to work and/or verification of treatment as covered in the County's medical leave guidelines.

Notification of Convictions - Any employee who is convicted of a criminal drug violation in the workplace must notify his or her supervisor in writing within five (5) calendar days of the conviction. The County will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Assistance - Pitkin County recognizes that alcohol and drug abuse and addiction are treatable illnesses. It also realizes that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy;

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/ or alcohol problem
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help
- Offers all employees and their family members' assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems, so long as the employee is complying with the conditions of treatment

Treatment for alcoholism and/ or other drug use disorders may be covered by the Employee Benefit Plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee. More information regarding availability of treatment resources and possible insurance coverage for treatment services is available from the Human Resources Department.

Shared Responsibility - A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management play important roles.

All employees are required not to report to work nor be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs, including some pain medications.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment
- Support fellow workers in seeking help.
- Use the Employee Assistance Program
- Report inappropriate or dangerous behavior to their supervisor

It is the supervisor's responsibility to:

- Document negative changes and problems in performance
- Counsel employees as to expected performance improvement
- Refer employees to the Employee Assistance Program
- Clearly state consequences of policy violations

Communication - Communicating our drug-free workplace policy to both supervisors and employees is crucial to our success. The following ensures all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive and acknowledge receipt of a written copy of the policy
- The policy will be reviewed in orientation sessions with new employees
- The policy and assistance programs will be reviewed at safety meetings

The Human Resources Department has the responsibility for the oversight of this policy and is the primary confidential contact for employees with questions, concerns, or seeking guidance.

The County reserves the right to interpret, change, or rescind this policy in whole or in part with or without prior notice. In addition, changes to applicable federal, state, or other laws may require the County to modify or supplement this policy.

Inspection Policy

Pitkin County reserves the right to conduct random inspections to help maintain a safe and efficient working environment for all County employees and customers. Cooperation in the conduct of inspections is required as a condition of employment. Management should have a reasonable suspicion to conduct an inspection. Employees should have the understanding that there is **NO** privacy in County property such as County vehicles, lockers, desks, filing cabinets, computer files, e-mails and voice mails. The County may inspect these at any time. However, a County-initiated search does not necessarily imply an accusation of theft or that an employee has violated a policy.

Dating in the Workplace

Pitkin County strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships, it does establish clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to the greater trust and responsibility inherent in their positions, their access to sensitive information and their ability to influence others.

Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while on County premises at anytime.

Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates. Supervisors or anyone else in sensitive or influential positions must disclose the existence of any relationship with a subordinate or other person under their direction. Disclosure may be made to the immediate Supervisor or the Human Resources Department. This disclosure will enable Pitkin County to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Where problems or potential risks are identified, Pitkin County will work with the parties involved to consider options for resolving the conflict. The initial solution will be to remove the parties from a direct supervisor-subordinate relationship. Matters such as hiring, firing, promotions, performance management, compensations decisions, financial transactions, are examples of situations that may require reallocation of responsibilities to avoid any actual or perceived conflict of interest or appearance of favoritism. In some cases, the County will transfer an employee to another position or department. Refusal to resolve such a situation in a cooperative and reasonable manner may serve as cause for discipline.

Punctuality and Attendance

An employee's attendance and punctuality is important for the effective operation of the County's services. An employee's attendance and punctuality is considered, along with his or her work performance, in granting pay raises, promotions, or transfers. Absenteeism or tardiness that is excessive in the judgment of the department will not be tolerated.

Each department will establish its own attendance criteria and call-in procedures. In general, if an employee is going to be absent or late, he or she must let his or her supervisor know as soon as possible prior to the beginning of the scheduled shift. Leaving messages with other employees or on voice mail is not considered notification. Employees should check with their supervisor on the acceptable protocol and who is the designated contact person to call in sick for the department. Departments may require a health care professional to verify the necessity of Sick Leave at any time. (See also Sick Leave).

What is deemed as excessive tardiness/ absences by the department can be disciplined up to and including termination. Failure to call in, "no call, no show," when absent for two (2) consecutive days may be treated as a voluntary resignation of the employee.

Personal Appearance

Employees are allowed the freedom in selecting their dress. Therefore, it is very important that employees choose appropriate attire for their jobs. Dress should be consistent with good hygiene, safety considerations, and what the County considers good taste. Because each County department has different job responsibilities, what may be considered appropriate in one department may be considered inappropriate in another and is typically based on type of job responsibilities and/ or contact with the public. If a supervisor believes that an employee is dressed inappropriately, he or she may be sent home to change his or her attire. If you have questions about what would be considered appropriate dress for your work place, you should address the issue with your supervisor.

Outside Employment

Pitkin County recognizes the fact that an employee may be justified, under some circumstances, in accepting casual outside employment to be performed during non-working hours.

Pitkin County has no objection to your holding another job as long as you can meet the performance standards for your job at the County. Your supervisor should be notified of your decision to work a second job. If your work performance is affected, the County may ask you to make a change with your second job. Work assignments and schedules will not be changed for you to perform duties not related to Pitkin County. All employees will be evaluated by the same performance standards regardless of Outside Employment.

No employee shall accept or engage in any activity, business, or employment, either during or after working hours, that would conflict with Pitkin County interests or diminish the ability of the employee to render to the County the full, loyal, and undivided service which is contemplated in his or her employment by Pitkin County.

If you are uncertain if there is a conflict, please consult the Human Resources Department.

Computer Network and Phone Systems

Pitkin County-supplied communications software and hardware are tools provided by the County to assist the employees in the performance of business-related responsibilities. These items are deemed critical to essential activities of Pitkin County. It is expected that employees may use these communication tools for personal use on occasion, but such use should be limited and not interfere with conducting County business. Each employee will be required to sign a Computer Facilities Usage Agreement, which outlines usage guidelines, as a condition of employment.

All employees are expected to use common sense and good judgment in all communications and to avoid any communication that is disrespectful, offensive or threatening to others. The communication systems may not be used to solicit commercial purposes, religious or political causes, outside organizations nor other non-county related purposes. They may not be used to create or disseminate any offensive or disruptive messages.

Communication systems are managed by a joint City of Aspen/Pitkin County Information Technology Department (IT). The IT Department's primary goal is to provide City and County workers with stable, secure and productive technology tools with which to do their jobs. To this goal, the IT Department attempts to strike a balance between ease of use and the security of the network. Any questions regarding your PC, software, phones, printers, scanners or any other networked equipment should be directed to the IT Help Desk. You can contact the Help Desk by calling 920-5013, or by e-mail: help@ci.aspen.co.us.

All communications, including messages and files received or sent by these systems or stored on any County supplied storage media are County property and may be considered a public record and subject to public inspection through the Colorado Open Records Act. The County has the right at any time to retrieve, read, listen to, review, intercept, access and disclose all documents and/ or messages stored on, created by, and received or sent via County-supplied communication systems. This includes all storage media devices (i.e., CDs, DVDs, diskettes, thumb drives, etc.) E-mail retention is managed by individual users and is limited only by the space available to that individual and to their storage practice. Some e-mail may have specific retention requirements and employees will be alerted when this requirement is in force.

Internet services have been established for the purpose of conducting County business. The use of the Internet for unethical activities or to access unprofessional or sexually explicit materials is strictly forbidden and could result in suspension and/ or termination. Streaming video and audio for recreational use is not allowed on the City/County network.

Improper use of E-mail or the Internet includes but is not limited to:

- Language that is offensive, obscene, or in poor taste including jokes or messages which create an intimidating, hostile or offensive work environment;
- Messages or information conflicting Pitkin County's policies against discrimination or harassment in the workplace;
- Personal business advertisements or announcements;

- Messages or information advertising or promoting a business, political candidate, political or religious cause;
- References or messages that are offensive on the basis of race, color, religion, national origin, citizenship, ancestry, marital status, sex, disability, age, veteran's status or sexual orientation;
- Non-business frivolous use such as conducting private business, playing games, conducting betting pools, etc.;
- Any illegal use of the County's computer systems.

(This list is provided for illustrative purposes and is not all-inclusive.)

The County reserves the right to discipline any employee violating any aspect of the Computer Facility Usage Agreement. Blatant misuse of the County's communication systems is not acceptable and may result in suspension, loss of E-mail or Internet access and/ or disciplinary action, up to and including termination and/or legal action. Any known or suspected violations of this policy should be reported immediately to the Human Resources Department.

Personal Phone Calls - Pitkin County phones are intended to be used for business purposes. Excessive use of the telephone or disruptive calls for personal use during working hours is unacceptable, whether on County or personal phones. The County telephone lines should not be used for personal long distance calls.

Cell Phones

For work-related matters, our employees may use their cell phones or personal digital assistants (PDAs) whether these devices belong to the employee or are issued by the County. The County provides employees the option of using County-issued cell phones for personal use at a cost to the employee based on high or low personal use. This fee is paid through payroll deduction. For more information on this program, please contact the Finance Department or refer to the County's Cell Phone Agreement. If an employee uses his or her personal cell phone for County business, the County will pay the employee \$.10 per minute when submitted for reimbursement with the calls identified on the individual cell phone bill. (\$.10 rate is subject to change).

During work hours, use of cell phones/ PDA's must be kept to a minimum and not interfere with the employee's ability to perform their work, or serve a customer. Use of cell phones/PDA in front of customers is not permitted as our goal is to give our customer our complete attention.

Using Cell Phone While Driving - Employees are discouraged from using cell phones or PDAs while driving on County time. We are concerned for your safety and the safety of other drivers and pedestrians, and using a cell phone or PDA while driving can lead to

accidents. When it comes to using wireless phones when driving, it is important to remember that safety always comes first. Before reaching for the phone while driving, drivers are reminded to ask themselves, “Is this call necessary?” If it is necessary to use a wireless phone while driving, drivers are encouraged to follow some common sense behavior to ensure that a wireless phone does not become a distraction.

1. Know your wireless phone and its features, such as speed dial and redial.
2. Position your wireless phone within easy reach.
3. If you must make a work-related call while driving, you are advised to wait until you can safely pull over and stop the car before placing your call. If you must place a call, do so when you are not moving or before pulling into traffic.
4. If you receive a work-related call while driving, please ask the caller to wait until you can safely pull over and stop the car. If you cannot pull over, let the caller know you are driving.
5. Suspend calls when in heavy traffic or hazardous weather conditions.
6. Do not take notes, look up phone numbers or text while driving. Texting or emailing while driving is absolutely prohibited by the County and it is against Colorado State law.
7. Do not engage in stressful or emotional conversations that might divert your attention from the road.

The use of hands-free equipment such as a wired or wireless ear piece to make or answer calls is required while driving on County time in accordance to Colorado State statute. However, even when using hands-free equipment, safety must always be the first priority.

Camera Phones and Other Recording Devices

Many cell phones today come with built-in recording capabilities including camera, video, and/ or audio recording devices. Although these features are fun for personal use, using them in the workplace can lead to violations of privacy and breaches of confidentiality.

Use of County Property

Employees are expected to care for and conserve County resources including equipment, vehicles, buildings and supplies. County employees may not use County property, equipment, vehicles, or other materials for private gain, use or convenience. Employee use of County property in special situations must be authorized in writing by his or her supervisor.

Use of County Vehicle

The County has vehicles available for use for County business. Vehicles may be assigned to departments or sections as needed for general use. Assignment, operation or use of a County-owned vehicle and property is restricted to official County business and County-authorized activities and functions. Assignment of a County-owned vehicle to a

County employee will be authorized by the County Manager and Section Leader with a recommendation by a supervisor and/or fleet manager.

Operators of County vehicles must possess a valid Colorado driver's license and the appropriate class or grade operating license for particular equipment or vehicle to be operated. It is County policy to regularly monitor the driver's license validity and driver's history (motor vehicle record) of all County employees who regularly or occasionally operate a County vehicle to perform their job duties. The employee is responsible for signing the prescribed release of information form to allow the County to access state motor vehicle databases to retrieve and monitor these records. **(Please see "Motor Vehicle Records" in this Handbook for further detail).** County-owned vehicles may not be driven by persons other than County employees unless approved by the Section Leader and Risk Manager. In these instances, the user must present a valid Colorado driver's license to the Human Resource department and execute any required release form to allow the County to verify the validity of the driver's license and evaluate the driver's history (motor vehicle record).

Employees may not consume any form of alcoholic beverage or controlled drug substances while using a County vehicle. Employees who are taking prescription medications which contain a warning not to operate vehicles or equipment while taking the medication are required to inform their supervisor they are taking this medication and may not be authorized to operate County vehicles or equipment while taking this medication. Employees shall exercise every precaution to prevent damage to County vehicles and obey state and local traffic laws and maintain safe driving habits and practice sound defensive driving techniques. Traffic citations and parking tickets received while operating a vehicle on County business, whether the vehicle is County-owned or is a personal vehicle, is the responsibility of the employee. Smoking is prohibited in County vehicles.

Improper use of a County vehicle by an employee, as determined by a supervisor or other authorized individual, may result in disciplinary action up to and including termination of employment.

Employees who drive a County vehicle to and from work or to the work site when on-call or on stand-by, are required to track vehicle usage and will pay taxes on the value of the benefit in accordance with IRS regulations. This rule does not apply to the Sheriff's department so long as the law enforcement officer drives a clearly marked sheriff vehicle or for bona fide non-compensatory business reasons (For further clarification, please refer to the Finance department). County vehicles authorized for take home use, may be used for incidental personal needs during the commute as long as it does not significantly alter the commute. Examples would be a brief stop at the store or picking up a child at daycare/school. Employee's personal property left in a County vehicle is not subject to reimbursement by the County if lost or stolen.

Please review the “Pitkin County Safety Handbook” for further detailed information regarding driving on County time and the policy “Cell Phone” usage in this handbook for using a cell phone while driving.

Private Vehicle Use For County Business

Employees who only travel occasionally on County business and cannot acquire a County supplied vehicle, may with proper approval, use their personal vehicle for County business and be compensated for such at the current IRS rate per business mile. All efforts should be made for employees to use a fleet County vehicle before using their own vehicle.

To qualify for mileage reimbursement, the use of a vehicle must be specifically approved by the person authorized to approve the employee’s travel expense. Such approval shall be granted only upon evidence that the employee carries vehicle liability insurance. It is the Section Leader or Manager’s responsibility to insure the employee has proof of insurance on file with Human Resources before that employee is authorized to use a personally-owned vehicle for County business. Employees are responsible for all cost associated with their vehicle. The County will not reimburse for out-of-pocket costs for parking tickets, moving violations, or damages and deductibles relating to privately-owned vehicles on official County business. Employee’s personal property left in a personal vehicle used for County business is not subject to reimbursement by the County if lost or stolen.

Bulletins and Bulletin Boards

You can find important information about our County on department and/or facility bulletin boards. This is also the place that we post important information regarding your legal rights including information about equal employment opportunity and wage and hour laws. We expect all employees to periodically read the information on the bulletin board. Because this is one way of communicating with our employees, we do not allow employees other than Human Resources or the department designee to post County information there.

The ‘bulletin board’ may also display information placed on the County’s intranet system. Again, it is your responsibility to read the information. County employees are not allowed to post information on bulletin boards unless authorized to do so by their supervisor.

Children in the Workplace

It is anticipated that there will be times when employees will have their children with them in the workplace. If bringing a child to work is unavoidable, the employee must

contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisor will consider are the age of the child, the work in the employee's area, and any possible disruption to the employee's and co-workers' work. If a child's behavior becomes inappropriate for the work environment, it is the employee's responsibility to use time off from his or her accrued leave balance and leave work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and the child must be accompanied and be under the direct supervision of the employee parent at all times. If the County feels that there is a potential safety risk to the child or another employee, the County has the right to not allow the child to come to work.

Pets in the Workplace

Pitkin County recognizes that allowing pets in the workplace can create a workforce that is satisfying and less stressful. Pitkin County will allow "appropriate" pets to come to work at the discretion of individual departments based on the health and safety requirements for the work location. "Appropriate" is defined as a pet whose behavior is acceptable in the work/office setting. The pet must not adversely affect office operations and must be under the control of the owner at all times. Acceptable behavior is at the discretion of the co-workers in the office with the final decision resting with the Section Leader/Department Head. Staff members who are allergic to a pet should inform their supervisor to ensure they are not impacted by a pet in the work area.

If a co-worker objects to a pet in the office, the owner must first have the opportunity to address any issues prior to being disallowed to bring their pet to the office. Animals may be left in the office briefly while the owner is absent but must be confined to the owner's office or under direct supervision of a willing employee. The owner must immediately clean up after the animal both inside and outside the office. Any damage by the pet will be charged in full to the owner. Any pets in the workplace must be fully vaccinated, as appropriate, for the safety of our employees and the public.

If a pet is in need of urgent care by a veterinarian or home care because of an illness, employees may use Sick Leave to care for a companion animal (dog/cat). The sick time benefit for companion animals may be restricted based on the needs of the department and organization. (See also Sick Leave) If a pet dies, Annual Leave may be taken. If employees have pets other than dogs and cats, employees may use Sick Leave at the discretion of their supervisor and the Human Resource Manager.

Campaigns/ Elections/ Solicitation of Contributions

Employees are free on their own time and away from any office of the County to participate in all Federal, State, and local partisan campaigns and to openly express their views and support for a candidate or issue. Employees shall refrain from any political activities which give the appearance that the County endorses a candidate or issue and/or which interferes with the performance of normal duties. All employees shall be subject to the provisions of the Colorado law, which sets forth the regulations for political activity of certain state and local employees. Employees shall not be asked to make any type of contribution to a political party, elected officials or candidates, and their refusal to do so does not penalize them in any way.

While on County time or on County property, no employee shall make any solicitation of contributions from another employee. While on County time employees shall not publicly support or endorse any candidate(s) for elected office in Pitkin County, circulate any nominating petitions for such office, distribute any campaign literature or materials, display car stickers on county vehicles nor display placards, posters or other materials on County premises on behalf of any candidate for elected office or ballot issue in Pitkin County. Of course, employees may participate in the political process on their own time.

Candidates who are elected to a County office shall resign from the employ of Pitkin County at the commencement of the elected term of office.

General Solicitation

Unrestricted solicitation or distribution of literature to employees on our premises interferes with the normal operations of business. It is detrimental to the efficiency of employees, annoying to other employees and customers, and may impair our security. Solicitation or distribution of literature by nonemployees on county premises is restricted, and will be permitted only if approved in advance by Human Resources.

Distribution of literature of any kind and unauthorized solicitation via mail, email or by other means by employees during working time is prohibited. This restriction does not apply to employees who are off-duty or on rest or meal breaks, provided such activities occur in recognized break areas or outside of County buildings, and do not interfere with the work of employees not on break.

County-wide and department hardship solicitation is also deemed inappropriate and often makes employees feel uncomfortable. Employees may give freely of their time and money to another employee on their own time, but they are not to solicit other employees to make donations.

Media/Public Relations

Pitkin County is a government entity whose purpose is to serve the public. The County frequently receives inquiries from a variety of groups ranging from our taxpayers to the media. It is our mission to enhance public awareness of county issues and services and to provide answers to inquiries as efficiently as possible. It is our goal to make government as transparent as possible. We not only want the media and the public to engage in and understand political issues, we want them to be familiar with the services we provide.

Employee contact from the media

If an employee is contacted by the media they are under no obligation to respond but are under an obligation to make sure they get the answers to their questions as quickly as possible by referring them to the appropriate source. When in doubt ask your supervisor to respond to the inquiry. Employees should only answer inquiries about topics on which they are the expert. An immediate response to a request is not always possible and in that situation the employee should let the media personnel know when they can expect a response. If you don't know who in the organization to refer the media to, please refer them to the Public Relations Coordinator, 920-5204.

There are occasions when we are prohibited from sharing information with the public or the media. These are:

- Personnel matters issues (Please refer to the Human Resource Manager).
- Current Litigated and Legal Issues (Please refer to attorney's office or HR Manager).
- Incident/Emergency Situations where the Incident Command structure is implemented (Please refer to the Incident Command).

Employee contacting the media

Employees working on a project that they think could benefit from exposure from the media should contact the Community Relations Coordinator. Employees may write press releases and public service announcements about County activities and are encouraged to email drafts to the Public Relations Coordinator for format tips and public relations protocol.

Press releases generated by Pitkin County will be circulated among all county employees at the same time they are released to the media. They will also be posted on the Pitkin County website: www.aspenpitkin.com/news

Employees are discouraged from responding to letters to the editor or any written opinions regarding Pitkin County.

Employees who observe what they believe is inaccurate information in the media about their department or any other department or person in Pitkin County government should

contact the Public Relations Coordinator. Any corrections or retractions should be coordinated with the Public Relations Coordinator in a timely manner.

Public Records Request

The Colorado Open Records Act gives the public the right to inspect public records. When a request is made for information under the Colorado Open Records Act, employees must respond when the request will be made ready within three business days or less. The response should be in writing so that it can easily be demonstrated that the three-day requirement has been fulfilled. If an employee receives a request for information of a nature that they have never seen before, then such a request should be brought to the attention of their supervisor and if not resolved, ultimately, the County Attorney's Office.

Public records includes, maintained files on a particular subject matter and staff notes, records of staff meetings, interoffice memos, e-mail messages, research and communication with members of the public. In short, virtually any maintained record in a paper, digital or audio/video format would qualify as a public record which may ultimately be available for inspection, with a few exceptions, for example, personnel records, social service records, law enforcement investigations and attorney office communications and work product.

Discipline

Open-Door Guideline - The County stresses an Open-Door atmosphere for all employees including but not limited to; introductory, seasonal, temporary and interns. Any employee who has a problem with or concern about the employee's job, work environment, a co-worker, a safety issue, or anything that affects their employment, should discuss it with his or her supervisor. The supervisor will make every effort to render a decision to resolve the problem(s). If the employee is not satisfied with the supervisor's decision or feels they cannot discuss the matter with their supervisor, they should bring the matter to his/her Section Leader or Human Resources Manager as the employee deems appropriate. This discussion should take place immediately and should focus on the facts and/or circumstances of the problem/concern. The County will not tolerate retaliation against any employee who steps forward and takes advantage of this Open-Door Guideline in good faith.

Complaints of Discrimination or Harassment - Discrimination and Harassment complaints received are forwarded to the Human Resources Manager for investigation. Any employee who believes that he or she has been discriminated against or harassed on the basis of age, race, gender, color, religion, national origin, disability, veteran status,

sexual orientation, or any other status protected by state or local law, is encouraged to report to the Human Resources Manager.

Complaints will receive immediate attention and will be investigated. However, due to the extensive investigative procedures, the time constraints as outlined in the Problem Resolution Procedure may not necessarily apply. To the extent possible, any investigation will be handled in confidence, however, the County cannot promise anonymity to person or persons involved. The County will not tolerate retaliation against any individual who brings forth a discrimination or harassment complaint (See EEO Policy in this Handbook).

Standards and Behaviors

All County employees are expected to comply with reasonable standards and/or expectations of behavior and performance. Pitkin County takes action to remedy any deficiency and non-compliance with these standards which, in the opinion of the County, is appropriate. If it is determined that a performance deficiency or policy non-compliance is sufficiently serious, any one or combination of disciplinary actions may be taken immediately. Any action taken by the County in an individual case cannot be assumed to establish precedent, and should not be relied upon in future disciplinary situations by any employee. The following policy applies to all County employees with the exception of Elected Officials and the Sheriff's Office (SO). Employees that are governed under the Sheriff, will need to review the SO internal policy relating to disciplinary action and appeals.

Examples of unacceptable behavior for which an employee may be disciplined include, but are not limited to:

- Insubordinate behavior;
- Unwillingness or refusal to perform job duties;
- Incompetence or inefficiency in performance of job duties;
- Endangering the safety or well-being of self, fellow employees or the public;
- Discrimination on the part of a supervisory employee against an employee on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, veteran's status or political affiliation;
- Harassment of another employee or member of the public, including sexual harassment, offensive language and behavior regarding an individual's race, color, religion, sex, age, national origin, disability, veteran status, or political affiliation;
- Abusive language or unbecoming conduct toward the public or fellow employees;
- Being under the influence of alcohol while on duty and use of any controlled substance not taken in accordance with a doctor's prescription while on duty;
- Violation or failure to comply with statutes, regulations and policies applicable to the performance of official duties;
- Intentional, reckless or negligent damage or waste of private or public property;
- Unauthorized operation or use of County vehicles, machines, or equipment;

- Absence without approved leave;
 - Theft or misappropriation of County funds or property;
 - Breach of confidentiality, release of confidential information from privileged records to unauthorized individuals;
 - Any falsification, deliberate misstatement or omission, either written or oral, with regards to employee duties or official records;
 - Conviction of a felony or misdemeanor involving moral turpitude.
- (This list is provided for illustrative purposes and is not all inclusive.)**

Types of Disciplinary Actions – Discipline actions is administered depending on the nature of the offense. There is no express or implied right to receive corrective action or counseling prior to, or in conjunction with, a disciplinary action or to receive the disciplinary actions set forth below in a progressive order. Any discipline taken by the County in an individual case should not be assumed to establish a precedent in other circumstances.

Employees may be subject to the following types of actions for corrective, counseling, or disciplinary purposes, depending upon the circumstances involved:

- Oral/verbal warning, documented in managers file;
- Written warning in consultation with HR;
- Reduction in pay in consultation with HR;
- Suspension (paid or un-paid) in consultation with HR;
- Performance Improvement Plan (PIP) in consultation with HR;
- Demotion to a position of a lower grade in consultation with HR;
- Dismissal in consultation with HR and County Manager.

Problem Resolution and Appeal Procedures

Pitkin County is interested in the establishment of good employee relations practices and the promotion of sound personnel management. However, circumstances may arise which cause employee dissatisfaction.

With respect to employment with Pitkin County and suspension without pay, involuntary demotion, or involuntary termination, no employee has “Property Rights” in regard to their employment relationship with Pitkin County thus, Pitkin County does not recognize “Tenure Status” with employees and as stated before, all employees are “At Will” employees. However, Pitkin County has instituted an appeals process for suspensions without pay, involuntary demotion or involuntary termination.

Problem Resolution Procedure - A County employee who has a specific concern about a violation of any County guideline, policy, rule, regulation, procedure or disciplinary action that affects the employee's job, and who is unable to resolve the concern under the

Open-Door Guideline described above, may submit a written request for resolution using the employee problem resolution process. This is an internal process and does not involve or allow any outside representation including co-worker(s), friend(s), family, or attorney(s). This procedure does not apply to new employees that are within their six (6) month introductory period (see Introductory Period), seasonal employees, temporary employees, emergency employees, interns and staff that are employed by the Sheriff/Jail. All other departments including the Communication Center are subject to the Problem Resolution Procedure policy.

Examples of matters which may be considered appropriate issues for resolution under these procedures included but not limited to:

- A belief that a County policy, practice or procedure has been misinterpreted or misapplied against the employee;
- Treatment considered unfair by an employee, such as coercion, reprisal, retaliation harassment, discrimination or intimidation;
- Unsafe working condition;
- Disciplinary action including verbal, written, suspension and an involuntary termination of employment.

An involuntary termination is a permanent separation from employment with the County. Suspension without pay is a disciplinary action resulting in a prescribed time away from work without the opportunity to use paid leave and is experienced as time without pay. Certain events may take place or certain employment status may be in effect, when an action of demotion and/or involuntary termination is not deemed as a disciplinary action and therefore the employee is not entitled to any disciplinary action procedure and any appeal rights under this procedure.

Non-appealable actions are:

- Demotion or involuntary termination resulting from the elimination of a position or a Reduction-In-Force (RIF).
- Schedule changes.
- Employee evaluations.
- Employees who no longer can perform the essential function of their jobs due to illness, physical or mental disability or condition, with or without reasonable accommodations or within the requirements of their normal working hours will be considered for transitional status including termination of employment. This action is not considered disciplinary in nature and therefore is not a disciplinary action. The County shall comply with the ADA and the Family and Medical leave Act.

The Problem Resolution Procedure may resolve an issue at any level in the process after utilizing the Open Door Guideline.

Step 1 -Within five (5) business days from the date of the occurrence, disciplinary action or cause of such matter causing the dissatisfaction, an employee must present the appropriate Section Leader with a completed written **EMPLOYEE PROBLEM RESOLUTION FORM**, describing his/her concern/complaint, stating the facts, actions taken during the Open Door meeting and the desired action. Upon receipt, the Section Leader shall immediately notify the Human Resources Manager whereupon the Human Resource Manager will notify the County Manager. If the problem involves the Section Leader or the County Manager, then it is appropriate for the employee to contact the Human Resource Manager.

Step 2 -The Section Leader or identified supervisor investigates the issue, attempts to resolve it, and provides a written decision to the employee within five (5) business days of receipt of the written statement from the employee. The Section Leader must also provide a copy to the Human Resources Manager. All decisions made by an elected official acting in the position/function as a Section Leader, are final, no further appeal can be made to Human Resources.

If the complaint involves the County Manager, the Chair of the Board of County Commissioners (BOCC) will be notified and apprised throughout each of the steps. The BOCC reserves the right to make a final decision on all complaints involving the County Manager. Any decisions by the BOCC are final.

Step 3 -If the employee is dissatisfied with the Section Leader's explanation/decision, the employee may appeal to the Human Resource Manager within 5 business days of notification from the Section Leader's written response. The appeal must be in writing and indicate the employee's reasons for differing with the Section Leader's decision and any supporting documentation. The Human Resource Manager or his/her immediate supervisor or H/R designee, will provide a written response within ten (10) business days of receipt of the appeal. The Human Resource Manager or his/her supervisor or H/R designee will take one of the follow steps:

- a) The Human Resources Manager or his/her representative will meet individually with the involved parties to gather and review the facts regarding the action. S/he will make a final decision within five (5) business days of that meeting or notify the involved parties of an extension of time within that same five (5) days if needed to gather additional facts. All decisions are final.

Failure of the employee to take action within five (5) business days after receipt of the written decision of a supervisor will constitute a withdrawal of the complaint. The County may, at its discretion, refuse to proceed with any complaint it determines to be frivolous or without merit under this policy.

- b) The Human Resource Manager may request a Review Panel. The Review Panel will consist of three current regular full-time employees, a member of the Leadership Team a Department Managers/Supervisors and either a member of the Leadership Team or Department Manager. They will be chosen by the Human Resource Manager. The Department Manager or Section Leader involved in prior steps of the action, will not be participate on the Review Panel.

The Panel will review all pertinent documentations and meet with the employee and the employee's supervisor and Section Leader to discuss the complaint. If the complaint is not settled through the Review Panel process, the Panel must provide a written reply within five (5) business days of the last scheduled meeting with the employee. If additional time/information is needed, the HR Manager/Representative may grant an extension of time. Notification will be made to the participants and the Panel by HR within five (5) business days of the extension. All decisions of the Panel are final.

- c) The Human Resource Manager may enlist an outside third party to investigate the situation and make a recommendation. The Human Resources Manager will then make a final decision. The third party will be designated by the County. All decisions are final.

If a decision is overturned, all parties will receive written notification and no disruption will occur with the employee's status and pay. All issues and decisions utilizing this process will be kept as confidential as practical. Supervisors, Section Leaders and others who investigate problems/issues are to discuss it only with those individuals who need to know about the issue or who are needed to supply necessary background information or advice. Supervisors and Section Leaders are responsible for making sure that employees have knowledge of this procedure and feel comfortable to use the Problem Resolution Procedure without criticism or retaliation. The County Manager will be apprised of all decisions rendered.

Health and Safety

Pitkin County takes employee safety very seriously. Please refer to the Safety Handbook for detail information.

In order to provide a safe workplace for everyone, every employee must follow our safety rules including but not limited to:

- No horseplay, roughhousing, or other physical acts that may endanger employees or cause accidents is permitted.
- Employees must follow their supervisor's safety instructions.
- Employees in certain positions may be required to wear personal protective equipment (PPEs) such as hard hats, safety glasses, work boots, ear plugs, masks, etc. Your supervisor will let you know if your position requires protective gear.
- All equipment and machinery must be used properly. This means all guard restraints and any other safety devices must be used at all times.
- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. Pitkin County will investigate the potential safety risk immediately.
- All employees are responsible for reading the County's safety Handbook and are accountable for understanding the content. Employees' failure to follow safety rules or use appropriate safety devices may result in a reduction of the worker's compensation benefits received in the event of an injury.

Accident/ Injury

Employees must report all accidents, no matter how minor, immediately to their supervisor. This includes reporting all accidents that happen to customers or visitors on County property. An employee's prompt reporting of the accident enables their supervisor to make a prompt investigation. The investigation could reveal a hazardous condition or work practice, which, if not corrected, could lead to more serious injury.

Smoking

Smoking is not permitted in any County building in order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws. Pitkin County also prohibits smoking in County vehicles. Employees can smoke outdoors only during regularly scheduled breaks and lunch periods. The duration or number of breaks from work cannot be extended in order to smoke. Employees are asked

not to smoke in any areas that are close to visitor or employee entrances. Pitkin County encourages those who wish to quit smoking to contact our health insurance provider for additional assistance.

[Leaving Employment with Pitkin County](#)

Resignation

Termination of employment can occur by resignation, retirement, reduction in force, or dismissal. A terminated employee and his or her dependant have the right to continue his or her individual or family medical and dental insurance coverage through COBRA (see Benefit Continuation in the Employee Benefit Program section). This coverage is at a predetermined rate and the employee needs to make the election to continue the coverage under a time deadline of sixty (60) calendar days from his or her separation date.

There may come a time that you wish to leave employment with Pitkin County. If so, we would ask that you provide a written resignation letter to you supervisor. It should identify the effective date and the reason for the resignation. To be considered a resignation in good standing, the County expects a two (2) week notice. Employees resigning from management positions are encouraged to give a thirty (30) day notice. At Pitkin County's discretion, the employee's supervisor may be permitted the option of relieving the employee from work duties immediately on the day of the resignation. The employee may receive up to two weeks of pay, based upon relieving the employee of his or her duties immediately. Pitkin County does not give any other form of remuneration (i.e. severance pay) to the separating employee. Employees may not extend the term of their employment through the use of paid leave time.

Pitkin County also requires that if the separating employee participated in the Pitkin County retirement plan, the employee must select a distribution or roll over option from his or her funds in their retirement plan. Election must be returned to the Retirement Administrator in the Finance Department within 180 days of the date of separation. The County recommends speaking with a financial professional as to how to manage these funds without tax penalties. Pitkin County is not responsible for any tax consequences due to withdrawing from the plan early.

Layoffs (Reduction in Force - RIF)

An employee may be subject to a non-disciplinary, involuntary termination through a reduction in force. Such a termination may be due to factors such as shortage of funds, elimination of a position or lack of work. Reductions in force are not subject to problem resolution procedures or appeals.

Leave of Absence (LOA)

If an employee has been on an approved LOA (medical, personal or worker's compensation, etc.) for 6 months, it is the prerogative of the County, that their employment may be terminated on the 182nd day of the LOA. The determination to terminate an employee is based on the department and County needs. A review will be conducted with the Section Leader, County Manager and the HR Manager. Depending on circumstance, the County may decide to extend the LOA past the 182nd day of leave on a case by case basis. If an extension is granted, it will not exceed 365 days from the first day of the LOA. The employee will receive written notification of the termination. If the employee is currently on a LOA for a medical reason and has accumulated Sick Leave in excess of 182 days at the time of termination, the balance of the sick leave will be paid upon termination of employment. An employee who is on a LOA in conjunction with a worker's compensation claim at 6 months and is terminated, they will continue to receive their workers' compensation coverage and benefit in accordance with State law. If the employee is on a long-term disability (LTD), that disability benefit may continue after their termination date. The employee may be eligible for re-hire at a later date.

Final Paycheck

An employee's final pay check at the time of the separation includes pay for time worked and any accrued leave available based on County procedures, less any monies owed to the County.

Currently, upon termination an employee will be paid out for their unused annual leave, unused comp time and 1/3 of unused sick leave hours over 80 hours, up to a maximum pay out of 133.33 hours at the employee's current rate of pay.

Exit Interviews

Pitkin County is interested in learning why employees leave the County. Human Resources will hold a voluntary exit interview with every employee who leaves the County for any reason, typically scheduled during the employee's last work week. During the interview, employees will have the opportunity to tell us about their employment experience here, what they liked and what areas may be improved for future employees. We value your constructive comments. Any issues discussed may or may not be discussed with the employee's supervisor at the discretion of the employee. Employees also have the opportunity to complete an Exit Interview using our Web Survey tool.

The exit interview also gives us time to handle some issues regarding the end of the employment with Pitkin County. The employee will be expected to return all County property at the interview (i.e. County Credit Cards, cell phones, keys, badges, etc). The



employee will have an opportunity to ask questions that they may have regarding the continuation of coverage on benefits, final paycheck, or any other questions regarding their employment with Pitkin County.

Memos of Interest




COMMUNITY
HEALTH SERVICES, INC.

0405 Castle Creek Rd., Suite 6 . Aspen, CO 81611, Phone: (970) 920-5420 . FAX: (970) 920-5419

MEMO

To: Pitkin County Board of County Commissioners/ Board of Health

From: Liz Stark RN, Pitkin County Public Health Director 

Date: September 8, 2009

Re: Project Public Health Ready - PPHR

Enclosed for your review is a letter from Chris Lindley, Director of Emergency Preparedness and Response (EPR) Division at the Colorado Department of Public Health and Environment describing Project Public Health Ready (PPHR). Also included are PPHR FAQ's and the PPHR Agency Self-Assessment. As described in Chris Lindley's letter, PPHR is the new EPR scope of work for local public health agencies (LPHAs). The National Association of County and City Health Officials (NACCHO) and the Centers for Disease Control (CDC) have partnered to offer a recognition program for local public health agencies implementing emergency preparedness activities. The Agency Self-Assessment is due back to the State on September 15th and is a document that I will sign as the Public Health Director. I felt this process warranted a review by the Board of Health so that you are aware of the commitment Community Health Services (CHS) will be making to this quality improvement process in both time and resources.

Mesa County has been assigned as our regional support. CHS met with the regional planners and trainers in July, 2009 to outline the process and timeline. From December 1, 2009 through May 31st 2010, CHS will work on and complete the PPHR application with the assistance of the Regional Support Team. In June 2010, the document will be formatted and then sent to the State for technical review on July 1, 2010. We will work with the Technical Reviewers at the State until November 1, 2010, at which time the application is due to NACCHO. During the first few months of 2011, CHS will submit any additional information/materials requested by NACCHO. LPHAs are notified of their recognition status in April 2011. Additional work will continue as the scope of EPR changes.

Staff members identified to work directly with the Mesa County staff are myself and Tazi Lutgring, Office Manager. We expect to be able to work by telephone most of the time but it will require regular site visits from the Mesa County staff as well.

PPHR will be a significant commitment for CHS and will require the support of multiple community partners. I have reviewed this with CHS's Board of Directors and am now soliciting the Board of Health's support. The timing of this process could be challenging with the current workload on LPHAs and H1N1 planning but we hope that by December we have a better handle on what the flu season will bring, and then can commit the necessary resources to this effort as well.

Thank you for your time in reviewing this and I welcome any recommendations that you may have.

STATE OF COLORADO

Bill Ritter, Jr., Governor
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S. Laboratory Services Division
Denver, Colorado 80246-1530 8100 Lowry Blvd.
Phone (303) 692-2000 Denver, Colorado 80230-6928
TDD Line (303) 691-7700 (303) 692-3090
Located in Glendale, Colorado

<http://www.cdphe.state.co.us>



Colorado Department
of Public Health
and Environment

January 12, 2009

Public Health Emergency Preparedness Partner:

The National Association of County and City Health Officials (NACCHO), and the Centers for Disease Control and Prevention (CDC) have partnered to offer a recognition program for local public health agencies (LPHAs) implementing emergency preparedness activities. The Emergency Preparedness and Response Division (EPRD), with the support of the Local Advisory Committee, has decided to introduce Project Public Health Ready (PPHR) as a statewide initiative beginning August 10, 2009. PPHR includes all identified, critical, and nationally recognized components of public health emergency preparedness (EPR) programming. It is the only program to have established a national framework for EPR activities, and rewards public health agencies for meeting these standards. Over the past two years several Colorado LPHAs have worked toward completing PPHR criteria, with clearly demonstrated success in the goal areas of Planning, Workforce Development (Training), and All-Hazards preparedness.

The following points clarify your responsibilities as they relate to the PPHR process:

1. Beginning grant year 2009 – 2010, all EPRD LPHAs that wish to receive CDC/ PHEP grant funding must apply to NACCHO for Project Public Health Ready recognition. If you receive funding from EPRD, the PPHR criteria will replace all previous CDC/ PHEP contract deliverables requested by EPRD. The 2009 – 2010 PHEP contract will be an integration of the CDC goals, the 10 Essential Public Health Services, and PPHR Criteria.
2. It is critical that LPHA executive management and EPR Regional Staff commit to the full PPHR requirement and support the work through program and financial resources. The *PPHR Agency Self-Assessment* tool (attached to the end of this letter) assesses agency readiness for the PPHR process. As a preparatory step in the PPHR process LPHAs that wish to participate in PPHR must complete this self-assessment prior to applying. Please complete sections A-G of the *PPHR Agency Self-Assessment* tool, sign, and maintain it on agency file for reference throughout the 2009 – 2010 year.
3. The PPHR process will be initiated through several PPHR Kick-Off meetings held throughout the state in the Spring. The meetings will provide LPHAs with an orientation, an opportunity to explore regional approaches, and to share best practices toward successful PPHR implementation. Local Public Health Directors and regional staff will be encouraged to attend, support, and participate in building strategies that ensure agency EPR success. You will be contacted by EPRD staff regarding the PPHR Kick-Off meetings.

I fully understand that this will be a significant challenge for many small LPHA's throughout Colorado. To provide all LPHA's the necessary support, we will be making the following changes within EPR. Starting in grant year 2009-2010 the regional staff scope of work will focus on supporting LPHA's within their region on all PPHR activities. Trainers and Planners will specifically be focused on supporting PPHR as their primary objective. Trainer and Planner functions will also be combined into one scope of work.

EPRD, with the support of the Local Advisory Committee and CDPHE, will be changing how we support LPHA's starting March 1, 2009. EPRD staff will be spending at least one day per week working outside of the office side by side with our partners on preparedness initiatives, projects and tasks at the local level. We will primarily offer our time and support to LPHA's; however, we will also be working with multiple non-governmental organizations and private sector groups on key preparedness initiatives. Through this new effort, we will better understand local challenges, best practices, and organizational structures. This will allow us to better support and build a single public health preparedness system in Colorado. By working for, and in partnership with LPHA's, we will better understand what is required to help all LPHAs successfully complete PPHR.

For the agencies which have already received PPHR recognition, and those that will in coming years, we encourage flexibility and innovation in setting project priorities, and will support partners in maintaining PPHR recognition status. CDPHE will not add additional deliverables. Additional activities requested will be LPHA discretionary, and intended to enhance preparedness resources.

To answer your initial questions, we have scheduled a conference call for Thursday, January 22 at 2pm (Call-in number 1-218-486-7200, access code 308461). If you have questions regarding the information in this letter, please email them to kristen.campos@state.co.us, so we can be sure to address all concerns. In the meantime, please reference the "PPHR Frequently Asked Questions" document attached.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Lindley".

Chris Lindley, Director
Emergency Preparedness and Response

PPHR Frequently Asked Questions

Do I have to participate?

1. Yes. If your agency would like to continue EPR funding from CDPHE you must apply to NACCHO for PPHR recognition in the 2009 – 2010 year.
2. PPHR recognition confirms that an LPHA/region has an emergency response plan, agency staff members are trained, and that the plans are exercised and improved through continuous drills and real events.

How do agencies apply?

1. Applications to NACCHO can be submitted as an individual agency, or a joint (regional) partnership with surrounding counties. Although PPHR criteria must be fully addressed by each agency, there are options for being evaluated and recognized as a group.

*Note: Please be aware that joint PPHR applicants in Colorado will continue to receive individual funds, under the CDC Public Health Emergency Preparedness (PHEP) funding.

2. Contract agreements supported by the CDC Supplemental funding for the 09-010 grant year, are *agency* agreements, supported by *agency* budget, and represent *agency* public health management taking the responsibility to complete the PPHR Criteria, and apply to NACCHO for preparedness recognition.
3. The agencies must work together in the region to achieve well coordinated and linked plans, protocols and All-Hazards processes intended to support a public health emergency response, as a part of the agencies' jurisdictional responsibility. This collaborative work is represented throughout the PPHR criteria, as it relates to regional plans for managing and communicating to partners in an emergency.

How do I get started?

1. Select an agency PPHR lead and participatory staff to attend Kick-Off sessions and strategic planning meetings, as scheduled by EPRD staff. (*The PPHR Project Lead should be reflected on the PPHR Agency Self-Assessment tool with those completing PPHR criteria, and finalizing the CD product*).

EPRD recommends that the PPHR Lead for each agency be a regional staff member who is currently responsible for fulfilling deliverables for that jurisdiction. The PPHR Lead will be responsible for educating agency staff on PPHR criteria as it relates to emergency preparedness deliverables and supporting the agency's work to meet national goals and measures. EPRD is requesting that the PPHR Lead work with the Regional Emergency Preparedness and Response (EPR) Generalist position, EPRD and CDPHE staff, and the Local Advisory Committee, to plan and coordinate the PPHR Kick-Off sessions in the upcoming months, as requested.

2. Contact Deanna Butler, deanna.butler1@state.co.us, (303) 692-2696, or Alix Hopkins, alix.hopkins@state.co.us, (303) 692-3026 for technical assistance and questions regarding the PPHR process and responsibility.
3. Go to the PPHR Website, at <http://www.naccho.org/topics/emergency/pphr.cfm>, and access the Toolkit, developed as a searchable online database of best practices. This site has tools and resources obtained from recognized local health departments and regions. The toolkit was designed to assist LPHA/regions to address the PPHR criteria.
4. Become familiar with the PPHR Criteria (listed below), and inventory your current activities in support of these criteria.
5. Complete and sign the attached *PPHR Agency Self-Assessment* tool, and maintain it on agency file for reference throughout the 2009 – 2010 year.
6. Begin the logistic process of collecting and saving any PPHR Criteria information to a computer hard drive, including Goal, Measure, and Evidence Elements, using the PPHR Checklists provided through the contracting process. *This is a preparatory process needed to populate the final CD, centralize data planned for use later, and create an inventory of information requested by the NACCHO review.*

What is the PPHR Criteria?

NACCHO defines the listed goals as:

1). Emergency Preparedness Planning

An emergency preparedness and response plan provides a framework for how LPHAs/regions and their workforce will respond to an emergency event, details their specific LPHAs/regional responsibilities during an event, and outlines the relationships between agencies that agree to respond to an event within a specific jurisdiction. Without an emergency response plan, staff members cannot be trained to meet their functional roles in an emergency, nor can the LPHAs/regions determine the appropriate agency response. *Therefore, LPHAs/regions are required to develop a comprehensive emergency preparedness and response plan to obtain PPHR recognition.*

2). Workforce Competency Development

PPHR competencies reflect the knowledge, skills, and abilities useful in real-world public health practice. As a core function of public health preparedness, LHD staff must be able to demonstrate competency in basic public health emergency preparedness and response functions. *Evidence that all LHD staff have demonstrated competency, particularly in the 'Emergency Preparedness Core Competencies for Public Health Workers,' is part of the PPHR recognition process.*

3). Exercises

Once LPHAs/regions have developed an emergency preparedness and response plan, and the workforce has been trained, they are required to demonstrate preparedness competency through tabletop, functional and full-scale exercises, and/or through a real public health emergency. As a result of responding to an exercise or real event, LPHAs/regions are required to create a plan of correction for the gaps in their response, training and exercise plans based on lessons learned from After Action Reports and/or Incident Action Plans. *A future exercise plan is required to demonstrate continued quality improvement for improved preparedness in the future.*

What is the final PPHR product?

The final PPHR product is an agency Compact Disk (or online submission) that contains all PPHR Criteria and application information. The applicants prepare this information for submittal to NACCHO, and represent the PPHR Criteria in the areas of Planning, Workforce Development (Training), and Exercise (Real Events) capacity.

Agency Name: _____
 Date: _____



PPHR Agency Self-Assessment 2009

An agency that views itself as a community leader in disaster preparedness, and reflects the importance of this role in their strategic plan, will find Project Public Health Ready (PPHR) to be a useful framework to reach a level of excellence in preparedness with national recognition.

PPHR is a competency-based training and recognition program that assesses preparedness within a jurisdiction and prepares LHDs or regional jurisdictions (herein referred to as agencies) to respond to emergencies. The PPHR process will help agency staff become prepared for an emergency; integrate emergency preparedness into daily public health; and better understand their unique roles and responsibilities in an emergency. Through PPHR, agencies develop concrete evidence in three areas: demonstration of capability to respond to emergencies through an all-hazards response plan, competency-based training, and exercise and evaluations.

Through the process of planning, training, exercising and evaluation and assessment, the agency is, in effect, utilizing a consistent process of reflection and improvement, a continuous quality improvement process. This means that as gaps and weaknesses are identified there is a system in place for correction and improvement.

Agencies that wish to participate in PPHR must complete this self-assessment prior to applying. To ensure that both leadership roles are aware of the commitment and resources involved in PPHR, the end of the assessment there is a place for both the agency lead and the PPHR lead to sign and date they have completed the assessment. The assessment provides an opportunity to assess current resources and capabilities available to fully implement PPHR and allows for an agency to realize what factors for success will need to be implemented for the PPHR process. There are seven components to this assessment: Leadership; PPHR Teams; Emergency Response Plans; PPHR Needs Assessment/Workforce Training; Community Partners; and Training and Exercises.

Through past experience the applicants successful at meeting all of the requirement for PPHR recognition have been able to say 'yes' to the items listed in this assessment. The assessment is the first step, allowing the agency to quickly identify their areas of strength and competence and thus spending their time, energy and resources building competence and capacity in the areas which are weaker. The process of assessment is an integral component of any agency's planning efforts and is not simply an end in itself.

A. Leadership

It is crucial that the emergency response coordinator not work in isolation to implement the PPHR process. Essential to the success of PPHR in your agency is support from and active participation of agency leadership to promote accountability during the implementation process; and to assure integration of revised policies, procedures, and lessons learned from the planning, training and exercise activities.

Criteria	Yes	No
1. Will your agency's leadership support PPHR by allocation of time for the following activities:		
a. Emergency Response Planning	<input type="checkbox"/>	<input type="checkbox"/>
b. Assessments	<input type="checkbox"/>	<input type="checkbox"/>
c. Exercises	<input type="checkbox"/>	<input type="checkbox"/>
d. Orientations	<input type="checkbox"/>	<input type="checkbox"/>
e. Post Assessments	<input type="checkbox"/>	<input type="checkbox"/>
f. Training	<input type="checkbox"/>	<input type="checkbox"/>
2. In your agency application you will need to show proof of the nature of the training, competency of employees, etc. Will your agency mandate participation in PPHR by all employees?	<input type="checkbox"/>	<input type="checkbox"/>

3. Will your agency delegate authority to the PPHR coordinator and team to complete activities necessary to implement the PPHR process, including training assessments, trainings and exercises?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will your agency provide training support for materials, funding, administration, information technology, and travel?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will your agency provide direct access for PPHR coordinator/s to meet with agency Director/Administrator?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will your agency participate in in-house publicity (e.g., send an introductory PPHR email to all staff, presentation on PPHR at staff meetings, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will your agency integrate PPHR processes into its on-going training (sustainability) and operations (i.e. incorporate into policies such as new employee orientation curriculum and in-service trainings)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will your agency adopt policies to reflect recommendations received through the peer-review assessment of your application?	<input type="checkbox"/>	<input type="checkbox"/>

B. PPHR Teams

The purpose of PPHR is to provide a framework for activities already being required of agencies; however, it still requires a significant portion of staff time. Therefore, it is necessary to consider who will be involved in the implementation of the process. There is no requisite PPHR team. A team may consist of a single individual acting in the role of project-lead to provide technical oversight or a group of agency staff with equal responsibility in writing, researching, and organizing application materials.

Criteria	Yes	No
1. Does your agency have or partner with other agencies that have the following staff willing and able to participate on a project team?		
a. Team of individuals responsible for leading the PPHR process	<input type="checkbox"/>	<input type="checkbox"/>
b. Agency planner/trainer	<input type="checkbox"/>	<input type="checkbox"/>
c. Clinical staff	<input type="checkbox"/>	<input type="checkbox"/>
d. Cross-functional trainers	<input type="checkbox"/>	<input type="checkbox"/>
e. Environmental Health (EH)	<input type="checkbox"/>	<input type="checkbox"/>
f. Epidemiologist or Epi staff	<input type="checkbox"/>	<input type="checkbox"/>
g. Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
h. Management	<input type="checkbox"/>	<input type="checkbox"/>
i. Print Shop / General Services	<input type="checkbox"/>	<input type="checkbox"/>
j. Public Information Officer (PIO)	<input type="checkbox"/>	<input type="checkbox"/>

C. Emergency Response Plans

Emergency response plans allow an agency to demonstrate and record how it will respond to public health emergencies. For PPHR, an agency submits a written copy of its All-Hazards public health emergency response plan or the agency submits the public health annex to its jurisdiction's emergency response plan.

Criteria	Yes	No
1. Does your agency have an Emergency Operations Plan (EOP) updated within the last two years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do annexes and/or other response plans link to the EOP?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have the following EOP Annexes (or ability to obtain them from your county partners):		
a. Continuity of Operations Plan (updated within the last two years)	<input type="checkbox"/>	<input type="checkbox"/>
b. ESF-8 (updated within the last two years)	<input type="checkbox"/>	<input type="checkbox"/>
c. Terrorism-incident Response Annex	<input type="checkbox"/>	<input type="checkbox"/>
d. Emergency Contact List	<input type="checkbox"/>	<input type="checkbox"/>
e. Command and Control		
f. Public Health Surge Capacity		
g. Mutual Aid		
h. Communication Plan		
i. Epidemiology		

j. Mass Prophylaxis and Immunization		
k. Mass Patient Care System Plan		
l. Mass Fatality Management Plan		
m. Environmental Surety Plan		
n. Disaster Behavioral Health Plan		
o. Quarantine & Isolation Plan		
p. Other annexes as referenced in the EOP	<input type="checkbox"/>	<input type="checkbox"/>

D. PPHR Needs Assessment / Workforce Training

An organizational process is essential to assess, implement, and evaluate workforce competency. It is strongly recommended that agencies conduct a workforce assessment in advance of starting the PPHR application process or as soon as possible thereafter to allow for enough time to implement appropriate workforce development activities.

Criteria	Yes	No
1. Does your agency (or partner agency) have the capability to assess staff on at least the nine core "Bioterrorism and Emergency Readiness Competencies for All Public Health Workers ¹ ?"	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your agency have capability to assess staff on their knowledge of the emergency response plan and their role/responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your agency have training capability or access to trainings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your agency have access to experienced trainers?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your agency have access to individuals/resources that can assist with the following:		
a. Collect and interpret assessment data	<input type="checkbox"/>	<input type="checkbox"/>
b. Provide technical support for online trainings	<input type="checkbox"/>	<input type="checkbox"/>
c. Train for ICS/NIMS	<input type="checkbox"/>	<input type="checkbox"/>
d. Develop a training plan based on assessment data	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your agency support advanced preparedness training that would take the individual away from the agency for as much as five days at a time?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your agency support training opportunities for staff specific to preparedness?	<input type="checkbox"/>	<input type="checkbox"/>

E. Community Partners

PPHR requires working relationships with community response partners to access information, resources, and other general support. You are required to submit materials that show evidence of these collaborations and describe the activities your agency is expected to lead; resources to provide; and how and when you will access necessary resources during emergency response situations.

Criteria	Yes	No
1. Is there a local emergency planning committee (LEPC) group in your jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
2. If so, is your agency an active participant in the LEPC?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have established working relationships with the following:		
a. Agencies with responsibilities for all Emergency Support Functions	<input type="checkbox"/>	<input type="checkbox"/>
b. Emergency Management Services (EMS)	<input type="checkbox"/>	<input type="checkbox"/>
c. Hospitals	<input type="checkbox"/>	<input type="checkbox"/>
d. Local fire rescue	<input type="checkbox"/>	<input type="checkbox"/>
e. Local Office of Emergency Management (OEM)	<input type="checkbox"/>	<input type="checkbox"/>
f. Local police	<input type="checkbox"/>	<input type="checkbox"/>
g. Local voluntary agencies (e.g., Red Cross)	<input type="checkbox"/>	<input type="checkbox"/>
h. Center for Public Health Preparedness/School of Public Health	<input type="checkbox"/>	<input type="checkbox"/>
i. State Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
j. Other community organizations (e.g., faith-based agencies, agencies serving special population groups)	<input type="checkbox"/>	<input type="checkbox"/>

¹These nine competencies are found in the Bioterrorism and Emergency Readiness Competencies developed by Columbia University accessible at: <http://www.cumc.columbia.edu/dept/nursing/chphsr/pdf/btcomps.pdf>.

F. Training and Exercises

Trainings, exercises, and real events are ways to identify gaps in your emergency response plan and identify staff training needs. An agency must practice a continuous improvement process that includes all aspects of planning, training, and exercising for emergency response.

Criteria	Yes	No
1. Has your agency organized and/or participated in the following activities in the last 12 months:		
a. Table Top Exercise, Functional Exercise, and/or Full-Scale Exercise	<input type="checkbox"/>	<input type="checkbox"/>
b. Creation of after action reports using the eight-step HSEEP process?	<input type="checkbox"/>	<input type="checkbox"/>
c. Incorporated lessons learned from your last exercise back into the:		
▪ Emergency Response Plan	<input type="checkbox"/>	<input type="checkbox"/>
▪ Training Plan	<input type="checkbox"/>	<input type="checkbox"/>
▪ Exercise Plan	<input type="checkbox"/>	<input type="checkbox"/>

G. Signatures

We certify that we have conducted the agency self-assessment and certify the assessment results are true to the best of our knowledge. We are interested in implementing the PPHR process in our jurisdiction.

Agency Administrator/Director

Date

PPHR Lead

Date

Future Agendas

**PITKIN COUNTY COMMISSIONERS
WORK SESSION AGENDA
Plaza One Meeting Room**

MONDAY, SEPTEMBER 14, 2009

2:00-3:30 PM Annual Meeting with Eagle County Commissioners in El Jebel
Transportation leaving Courthouse Plaza at 1:15

TUESDAY, SEPTEMBER 15, 2009

11:00	Aspen Skiing Company Annual Update	Mike Kaplan
12:00	LUNCH BREAK	
1:00 PM	SPECIAL MEETING <i>Convene as Board of Equalization</i> Ratification of Hearing Officers Determinations <i>Adjourn as Board of Equalization</i>	
1:15	Quarterly Meeting with US Forest Service	
2:15	STAC Update (set up projector)	Mick Ireland
3:15	BREAK	
3:30	<ul style="list-style-type: none"> • Memos of Interest • Future Agendas/Agenda Requests/Monthly Calendar • BOCC Open Discussion 	
5:00 PM	ADJOURN	

SEPTEMBER 17 & 18

Homeland Security Training in Colorado Springs

AGENDA IS SUBJECT TO CHANGE

**WORK SESSION AGENDA
Plaza One Meeting Room**

TUESDAY, SEPTEMBER 22, 2009

11:00 AM to 1:00 PM	SPECIAL MEETING – EXECUTIVE SESSION ADJOURN SPECIAL MEETING (brown bag lunch)	
1:00	BREAK	
1:15	<i>Special Meeting - BOCC Convenes As Board of Health</i> Community Health Services Quarterly Update with the Board of Health, Mitzi Ledingham, Liz Stark <i>BOCC Adjourns as Board of Health – Adjourn Special Meeting</i>	
2:00	Prep for Joint Aspen City Council Meeting on October 6, 2009	
2:15	Lenado Task Force Access Recommendations	Brian Pettet
3:15	BREAK	
3:30	<ul style="list-style-type: none"> • Memos of Interest • Future Agendas/Agenda Requests/Monthly Calendar • BOCC Open Discussion 	
5:00 PM	ADJOURN	

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
REGULAR MEETING AGENDA
Plaza One Meeting Room**

WEDNESDAY, SEPTEMBER 23, 2009

**12:00 NOON ADDITIONS/DELETIONS TO AGENDA
PUBLIC COMMENT, COMMISSIONER COMMENTS**

CONSENT ACTIONS

1.

CONSENT ACTIONS- 1st Readings, Set for Public Hearing on October 14

2. Employee Handbook, Laura Laubhan

CONSENT PUBLIC HEARING

1. 2nd Reading, Ordinance Repealing the Aspen/Pitkin Energy Conservation Code and the Aspen/Pitkin Efficient Building Code and Adopting the 2009 International Energy Conservation Code as Amended, Tony Fusaro (continued from 8/12, to be continued to October 14)
3. Town of Basalt Water Tank Activity Envelope, Site Plan with Vesting and Special Review for Major Public Utilities, PH (PN), M. Kraemer

LAND USE CONSENT PUBLIC HEARINGS

1.

LAND USE CONSENT ACTIONS

2. Code Amendment-Snow Storage, 2nd Reading, M. Kraemer
3. Code Amendment-AH, RIF, 2nd Reading, L. Clarke
4. Code Amendment-Scenic (East of Aspen), 2nd Reading, M. Kraemer
5. Red Butte Ranch Subdivision Exemption for Major Plat Amendment, Designation of Activity Envelopes and Extension of Vested Rights, 2nd Reading, PH (PN 8/23/09), S. Wolff
6. Basalt Water Tank Activity Envelope, Site Plan, Special Review for a Major Public Utility, PH (PN 8/23/09), M. Kraemer
7. PT Ranch LLC/PT Barn LLC Extension of Vested Rights, S. Wolff
8. Launer Parcel A Request for Takings Determination, S. Wolff
- 9.

LAND USE PUBLIC HEARINGS

10.

LAND USE ACTIONS

11.

BOCC OPEN DISCUSSION

ADJOURN

THURSDAY, SEPTEMBER 24, 2009 – NWCCOG COUNCIL & RRR MEETING

Full Council

Airport Operations Building, Aspen / 9:30 a.m. – 12:00 p.m.

Rural Resort Region: 12:30 – 3:00 p.m.

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
WORK SESSION AGENDA
PLAZA ONE MEETING ROOM**

TUESDAY, OCTOBER 6, 2009

10:30	International Energy Conservation Code	Tony Fusaro
11:00	Meeting with Glenwood Springs City Council (Lunch Provided)	
12:45	BREAK	
1:00 PM	Budget Buy Up Discussion	Phylis Mattice
2:00	Annual Meeting with Community Office for Resource Efficiency Board	Nathan Ratledge
2:30	Airport Update	Jim Elwood
3:15	<ul style="list-style-type: none"> • Memos of Interest • Future Agendas/Agenda Requests/Monthly Calendar • Board Membership Reports –NWCCOG, RRR, CORE, QQ, CCI, PEIS I-70, Club 20, CRRTB, RWPA, ACRA, RFTA, NC, BLM, • BOCC Open Discussion 	
5:00 PM	ADJOURN	

THURSDAY, OCTOBER 8, 2009

1-4:00 PM I-70 Coalition Meeting, Silverthorne Library

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
WORK SESSION AGENDA
PLAZA ONE MEETING ROOM**

TUESDAY, OCTOBER 13, 2009

10:00 AM	SPECIAL MEETING – EXECUTIVE SESSION ADJOURN SPECIAL MEETING	John Ely
12:00 NOON	LUNCH BREAK	
1:00	General Fund Budget Presentation	John Redmond
3:15	BREAK	
3:30	<ul style="list-style-type: none">• Memos of Interest• Future Agendas/Agenda Requests/Monthly Calendar• BOCC Open Discussion	
5:00 PM	ADJOURN	

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
REGULAR MEETING AGENDA
PLAZA ONE MEETING ROOM**

WEDNESDAY, OCTOBER 14, 2009

11:00 Pitkin County Cares Awards Reception in Veterans Park

12:00 NOON Pitkin County Cares Awards

ADDITIONS/DELETIONS TO AGENDA

PUBLIC COMMENT, COMMISSIONER COMMENTS

CONSENT ACTIONS

1.

CONSENT ACTIONS- 1st Readings, Set for Public Hearing on

2.

CONSENT PUBLIC HEARING, 2nd Reading

3. Employee Handbook, Laura Laubhan

4. 2nd Reading, Ordinance Repealing the Aspen/Pitkin Energy Conservation Code and the Aspen/Pitkin Efficient Building Code and Adopting the 2009 International Energy Conservation Code as Amended, Tony Fusaro (continued from September 23)

5.

LAND USE CONSENT PUBLIC HEARINGS

1.

LAND USE CONSENT ACTIONS

1. Aspen Sports Car Club LLC Special Review for a Cellular Facility, Activity Envelope and Site Plan with Scenic protection Review, PH (PN), C. Holcomb

2. S&G Appeal, M. Kraemer

3. Watson Divide Ranch Inc. Minor Amendment to a Development Permit, Approval and Agricultural Master Plan, (Continued from 9/9/09), PH (PN 6/21/09), C. Holcomb

4.

LAND USE PUBLIC HEARINGS

2.

LAND USE ACTIONS

3.

BOCC OPEN DISCUSSION

ADJOURN

THURSDAY, OCTOBER 15, 2009

4-6 PM EOTC at City Hall

**PITKIN COUNTY COMMISSIONERS
WORK SESSION AGENDA
RIO GRANDE MEETING ROOM**

TUESDAY, OCTOBER 20, 2009

1:00 PM	Quarterly Economic Condition Report	
1:30	Housing Update	Phylis Mattice
2:30	Film Permitting Discussion	Lance Clarke Valerie McDonald
3:15	BREAK	
3:30	<ul style="list-style-type: none"> • Memos of Interest • Future Agendas/Agenda Requests/Monthly Calendar • BOCC Open Discussion <ul style="list-style-type: none"> ○ Working Agreements 	
4:00	Joint Meeting with City of Aspen at City Hall Housing Budget Health and Human Services Budget	
6:00 PM	ADJOURN	

THURSDAY, OCTOBER 22, 2009 – NWCCOG COUNCIL

Executive Committee

Garden Level Classroom, Eagle County Admin. Bldg. / 10:00 a.m. – 1:00 p.m.

AGENDA IS SUBJECT TO CHANGE

**WORK SESSION AGENDA
RIO GRANDE MEETING ROOM**

TUESDAY, OCTOBER 27, 2009

(Commissioner Owsley ACRA Mtg 8:30-10:30)

11:00 AM to 1:00 PM	SPECIAL MEETING – EXECUTIVE SESSION ADJOURN SPECIAL MEETING (brown bag lunch)	John Ely
1:00	BREAK	
1:15	Ambulance District 2010 Budget	
2:15	District Attorney 2010 Budget	
3:15	BREAK	
3:30	<ul style="list-style-type: none">• Memos of Interest• Future Agendas/Agenda Requests/Monthly Calendar• BOCC Open Discussion	
5:00 PM	ADJOURN	

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
REGULAR MEETING AGENDA
RIO GRANDE MEETING ROOM**

WEDNESDAY, OCTOBER 28, 2009

12:00 NOON

Jim Elwood Proclamation

ADDITIONS/DELETIONS TO AGENDA

PUBLIC COMMENT, COMMISSIONER COMMENTS

CONSENT ACTIONS

1.

CONSENT ACTIONS- 1st Readings, Set for Public Hearing on

2.

CONSENT PUBLIC HEARING

3.

LAND USE CONSENT PUBLIC HEARINGS

1. Skokos/Thomas A Bradtke Trust Land Use Code Text Amendment, 1st reading, PH (PN), S. Wolff

LAND USE CONSENT ACTIONS

2.

LAND USE PUBLIC HEARINGS

3.

LAND USE ACTIONS

4.

BOCC OPEN DISCUSSION

ADJOURN

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
WORK SESSION AGENDA
No Room Available – all booked for elections**

TUESDAY, NOVEMBER 3, 2009

Election day – cancel?

1:00 PM		
3:00	BREAK	
3:15	<ul style="list-style-type: none">• Memos of Interest• Future Agendas/Agenda Requests/Monthly Calendar• Board Membership Reports –NWCCOG, RRR, CORE, QQ, CCI, PEIS I-70, Club 20, CRRTB, RWPA, ACRA, RFTA, NC, BLM,• BOCC Open Discussion	
5:00 PM	ADJOURN	

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
REGULAR MEETING AGENDA
RIO GRANDE MEETING ROOM**

WEDNESDAY, NOVEMBER 4, 2009

12:00 NOON ADDITIONS/DELETIONS TO AGENDA
PUBLIC COMMENT, COMMISSIONER COMMENTS

CONSENT ACTIONS

1.

CONSENT ACTIONS- 1st Readings, Set for Public Hearing on

2.

CONSENT PUBLIC HEARING

3.

LAND USE CONSENT PUBLIC HEARINGS

1. Skokos/Thomas A Bradtke Trust Land Use Code Text Amendment, 2nd Reading, PH (PN), S. Wolff
2. Matthews Special Review for Development in Rural and Remote, Activity Envelope and Site Plan Review, PH (PN), S. Wolff

LAND USE CONSENT ACTIONS

3.

LAND USE PUBLIC HEARINGS

4.

LAND USE ACTIONS

5.

BOCC OPEN DISCUSSION

ADJOURN

AGENDA IS SUBJECT TO CHANGE

**PITKIN COUNTY COMMISSIONERS
WORK SESSION AGENDA
PLAZA ONE MEETING ROOM**

TUESDAY, NOVEMBER 10, 2009

10:00 AM	SPECIAL MEETING – EXECUTIVE SESSION ADJOURN SPECIAL MEETING	
12:00 NOON	LUNCH BREAK	
1:00	Resource Recovery 2010 Budget	
1:45	TV/FM Broadcast Services 2010 Budget	
2:30	E-911 2010 Budget	
3:00	BREAK	
3:15	<ul style="list-style-type: none"> • Memos of Interest • Future Agendas/Agenda Requests/Monthly Calendar • BOCC Open Discussion 	
4:45 PM	ADJOURN	

THURSDAY, NOVEMBER 12, 2009 – NWCCOG COUNCIL & RRR MEETING

No NWCCOG MEETING